



Trinity College Dublin Students Union

SCHEDULE 9

Terms of Reference of Committees of
Council

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Document Managed by
Education Officer

Introduction

Council has 3 Standing Committees - Education, Welfare & Equality and Communications & Marketing. Along with these, Council can create Ad-Hoc Committees by motion. These motions must contain the purpose, membership and terms of reference for the proposed committee. The terms of references for all current committees of Council are contained in this document.

Communications & Marketing Committee

Membership

1. Membership of the Communications & Marketing Committee shall consist of:

Communications & Marketing Officer (*Chair, ex-officio*)

Ents Committee Photography & Video Officer (*ex-officio*)

Ents Committee Public Relations Officer (*ex-officio*)

JCR Publications Officer (*ex-officio*)

JCR Communications Officer (*ex-officio*)

Sponsorship Officer

Two Photography & Videography Officers

Social Media Officer

Ordinary Committee Member

Postgraduate Representative Member

Terms of Reference

1. The duties of the Communications Committee shall be to:

- a) Assist and consult with the Communications and Marketing officer on issues related to Union communication when required.
- b) Members will advise the Communications and Marketing officer on their areas of responsibility and receive support and advice from the Communications and Marketing Officer when required.

2. Members of the Committee:

a) Sponsorship Officer:

- i. The Sponsorship Officer shall assist the Communications and Marketing Officer in developing sponsorship and income for the Union.

b) Photography & Videography Officers:

- i. The Photography & Videography Officers shall assist the Communications and Marketing officer in documenting SU events for the purposes of promotion and publicity.

- ii. The Union will retain the use of all material produced by the photography and videography officers on the condition that the officer receives named-credit either in text or via watermark for their work.

3. Meetings of the Communications Committee:

- a) Meetings of the Communications Committee shall take place at least once per semester.
- b) The agenda of meetings shall include the following:
 - Approval of Minutes
 - Matter Arising
 - Submissions from Committee Members for Discussion
 - Any Other Business
- c) The Communications Officer shall consult with the members of the Communications Committee on an ad-hoc basis when required.

Review

The Committee shall, on or before January 31st 2024, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Education Committee

Membership

Membership shall consist of:

- Education Officer (*Chair, ex-officio*)
- Faculty Convenors (*ex-officio*)
- Access Officer (*ex-officio*)
- Off Campus Officer (*ex-officio*)
- Oifigeach na Gaeilge (*ex-officio*)

- *Programme Convenors:*
- BESS (*ex-officio*)
- TR060 - Biological and Biomedical Sciences (*ex-officio*)
- Student Representative on the Undergraduate Studies Committee (*ex-officio*)
- Joint Honours Convenor (*ex-officio*)

The following members, elected at first council of each academic year, to serve a term that lasts until the end of Trinity Term in that same academic year:

- Student Representative participating in a professional placement or internship for credit.
- Student Representative who has wet lab-based learning.
- Student Representative who is registered with the Disability Service.
- Student Representative who has gone on or is currently on Erasmus or similar exchange.
- Student Representative who entered College through an Access Programme
- Mature Student Representative
- Student who commutes a long distance to college
- Student Representative studying the Dual BA Programme
- Postgraduate Student Representative
- Two Ordinary Members

The position of secretary will rotate through the Faculty Convenors on a rota set by the Chair.

Duties

1. Discuss Union policy on education and to develop and propose new policy relating to education to Council.
 - a) Policy decided on by the committee shall be proposed to Council by the Education officer and seconded by the secretary of the meeting in which the policy was agreed on.
2. To advise and assist the Union Forum in the planning of campaigns relevant to the role of the Education Officer.
3. To advise and assist the Education Officer on any issues, related to, but not limited to:
 - a) Quality of education
 - b) Student services
 - c) Library services
 - d) Examinations
 - e) Assessment
4. To develop Union strategy for academic issues, discussed or to be discussed on at a School, Faculty or College level.
5. To maintain, update and develop the SU management system, which should track at a minimum:
 - a) Constituencies
 - b) School & Program Convenors
 - c) Class reps
 - d) Committees and membership thereof
 - e) Executive Policies of the Union

Meetings

1. Meetings to the Education Committee shall take place at least twice per teaching term.
2. The agenda of the Education Committee shall be compiled by the Education Officer from submissions from the members of the Education Committee.

Review

The Committee shall, on or before January 31st 2024, review its own performance and this terms of reference and shall report its conclusions and recommendations for the committee going forward to Union Forum.

Welfare Committee

Membership

- Welfare Officer (Chair, ex-officio)
- Education Officer (ex-officio)
- President (ex-officio)

Terms of Reference

1. Meetings:

- a) The Welfare Committee will meet on an ad-hoc basis to discuss issues relating to student welfare.

Coiste na Gaeilge

Béarla

Membership

- Although desirable, the ability to speak Irish is not required to be a member of the committee. Members must be interested in issues surrounding the language in the college and in SU representation.
- Irish Language Officer (Chair, ex-officio)
- President (ex-officio)
- Communications Officer (ex-officio)
- 8 Ordinary Committee Members
- 1 Postgraduate Representative

Terms of Reference

1. The duties of the Coiste na Gaeilge shall be to:
 - a) Discuss and improve on Union policy on the Irish language.
 - b) Highlight any issues that individuals may face relating to the Irish language under the SU.
 - c) Promote and support SU campaigns relating to the Irish language
 - d) Support representation of the Irish language within the SU.
2. Meetings of the Coiste na Gaeilge:
 - a) Meetings of the Irish Language committee shall take place at least twice per teaching term.
 - b) The meetings shall be conducted through the Irish language where possible.
3. Appointment of the Ordinary Members:
 - a) Any member of the Union may apply to be an ordinary member.
 - b) The format of the application will be decided by the Irish Language Officer.
 - c) Applications will be assessed by the Irish Language Officer.

Review

The Committee shall, on or before January 31st 2024, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Gaeilge

Ballraíocht

- Níl Gaeilge de dhíth chun ballraíocht a ghlacadh ar an gcoiste, ach tá sé inmhianaithe afách. Caithfidh spéis a bheith ag na baill i gcúrsaí Gaeilge sa choláiste agus in ionadaíocht an Aontais.
- Oifigeach na Gaeilge (Cathaoirleach, de bhrí oifige)

- Uachtarán (de bhrí oifige)
- Oifigeach Caidreamh Poiblí agus Margaíochta (de bhrí oifige)
- 9 nGnáthbhaill

Téarmaí Tagartha

1. Beidh sé mar dhualgas ar an gcoiste:
 - a) Polasaithe Gaeilge an Aontais a phlé, agus forbairt a dhéanamh orthu más gá
 - b) Aird a tharraingt ar na ceisteanna roimh dhuine ar leith faoi scáth an Aontais
 - c) Tacaíocht a thabhairt d'fheachtais an Aontais a bhaineann leis an nGaeilge
 - d) Tacaíocht a thabhairt d'ionadaíocht na Gaeilge san Aontas
2. Cruinnithe Coiste na Gaeilge:
 - a) Beidh na cruinnithe ar siúl ar a laghad dhá uair in aghaidh an téarma
 - b) Stiúirífar na cruinnithe trí Ghaeilge nuair is féidir
3. Ainmniúchán na nGnáthbhall:
 - a) Is féidir le baill an Aontais chur isteach le bheith mar ghnáthbhall an choiste.
 - b) Beartóidh an t-Oifigeach Gaeilge leagan amach na n-iarratas.
 - c) Déanfaidh an t-Oifigeach Gaeilge scrúdú ar na hiarratais.

Athbhreithniú

Déanfaidh an coiste athbhreithniú ar a fheidhmíocht agus na téarmaí tagartha roimh nó ar 31 Eanáir 2024. Tuairsiceofar conclúidí agus moltaí an choiste do fhóram an Aontais.

TJH Committee

Membership

1. Membership of the TJH Committee shall consist of:

Joint Honours Convenor (*Chair, ex-officio*)

Secretary

Erasmus Liaison Officer

Capstone Representative

Two Ordinary Committee Members

Terms of Reference

1. The duties of the TJH Committee shall be to:

- a) Discuss Joint Course specific issues and to develop and propose new policy relating to the programme.
- b) Advise and assist the TJH Convener on any issues, related to, but not limited to:
 - i. Quality of education
 - ii. Erasmus/Study Abroad
 - iii. Examinations/Assessment
 - iv. Electives
 - v. Pathways and Major/Minor Selection
- c) Report to the Undergraduate Common Architecture Governance Committee.
- d) Develop Union strategy for Joint Honours-relates issues, discussed or to be discussed at a School, Faculty or College level.

2. Members of the Committee:

- a) Appointment of the Members:
 - i. Any member of the Union who is enrolled in an TJH course may run for positions on the Committee, subject to additional requirements for specific positions.

- ii. Committee Members shall be elected at first Council of teaching term.
- b) Erasmus Liaison Officer:
 - i. Any TJH student who is enrolled or has completed an Erasmus/Study Abroad programme may run for the position of Erasmus Liaison Officer.
 - ii. The Erasmus Liaison Officer shall represent the needs and concerns of students undertaking an Erasmus/Study Abroad programme or who are applying for an Erasmus/Study Abroad programme.
- c) Capstone Project Representative:
 - i. Any TJH student who is undertaking a capstone project may run for the position of Capstone Project Representative.
 - ii. The Capstone Project Representative shall represent the needs and concerns of students undertaking a capstone project.

3. Meetings of the TJH Committee:

- a) Meetings of the TJH Committee shall take place at least twice per teaching term.
- b) The agenda of meetings shall include the following:
 - Approval of Minutes
 - Matters Arising
 - Submissions from Committee Members for Discussion
 - Any Other Business

Review

The Committee shall, on or before January 31st 2024, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Welfare and Equality Committee

TOR

Membership Standing Members:

1. ▪ Welfare Equality Officer (ex officio; Chair)
2. ▪ JCR Welfare Officer

The following Members selected by an anonymized application process by the current Welfare and Equality Officer at the beginning of Michaelmas Term:

- Secretary
- Public Relations Officer
- Volunteer Coordinator
- Research Officer
- Off-Campus Officer
- Society Liaison Officer
- Accessibility Liaison Officer
- Trinity Access Program Representative

The following Members shall be elected by Council at the first Ordinary Meeting of Council of the Academic Year:

- First Year Representative
- 3 Ordinary Committee Members

The following Members, in an ex-officio capacity:

- Gender Equality Officer
- Officer for Students with Disabilities
- LGBT Rights Officer
- Ethnic Minorities Officer
- International Officer
- Access Officer
- Ents Welfare and Equality

In attendance shall be:

- The Communications Marketing Officer

Entertainments Committee

TOR

Purpose

The TCDSU Entertainments Committee ("Trinity Ents") is the entertainment branch of TCDSU responsible for running social events and entertainment on and off campus, and exists as a service to all TCD students. The majority of events are designed to be affordable to cater to the Union's student members while ensuring Ents as an organisation is sustainable and financially supports the Union. The Ents Officer of the SU is the chairperson of the Ents Committee. While being a vital part of the Union as whole, Trinity Ents is solely responsible for the inception, production and execution of Trinity Ents events.

Membership

Membership shall consist of:

1. The Executive:

- a) Entertainments Officer (Chair, ex-officio)
- b) Secretary
- c) Treasurer
- d) Public Relations Officer (PRO)

2. Six Junior Officers:

- a) Technical Officer
- b) Welfare + Equality Officer
- c) Live Music Officer
- d) Photography Video Officer
- e) Charity Liaisons Officer
- f) Accessibility Officer
- g) Alcohol free event convenor

3. Two Ordinary Committee Members

4. The Entertainments Officer of the JCR Committee (ex-officio)

5. Communications & Marketing Officer (ex-officio, non-voting)

6. Two Junior Fresh Ents Reps (non-voting)

7. Two Senior Fresh Ents Reps (non-voting)

8. Two Sophister Ents Reps (non-voting)

9. 1 Postgraduate Representative (non-voting)

Members shall be elected as per section 3, except for the Public Relations Officer and Technical Officer, who will be appointed as per section 4

Election of Members

1. Elections shall normally take place at the Annual General Meeting, except for:
 - a) The Junior Fresh Ents Reps, who shall be elected at the first ordinary General Meeting of the academic year.
2. Bye-Elections may take place, if required, at Extraordinary General Meetings
3. Any member of the union may be nominated for any elected position on The Committee, except for:
 - a) The Secretary and Treasurer, who must have previously held a position on The Committee for a period of at least one college term.
 - b) The Junior Fresh Ents Reps, who must be in their Junior Fresh year of study.
 - c) The Senior Fresh Ents Reps, who must be in their Senior Fresh year of study.
 - d) The Sophister Ents Reps, who must be in a Sophister Fresh year of study.
4. A nomination must be seconded by one member of the union
5. Each position shall have a hustings
 - a) The format of the Hustings shall be determined by The Committee
6. Members of the Union shall be entitled to stand for election in abstentia
 - a) A candidate in abstentia shall nominate a member of the Union to speak on their behalf, or provide the Secretary with a recorded speech and/or other materials as determined by The Committee no later than 24 hours before the time of the election.
7. The Committee shall assist the EC in the coordination of all elections.

Appointment of Members

1. Applications for the positions of Technical Officer and Public Relations Officer shall normally open two weeks before the Annual General Meeting
 - a) Applications shall remain open for one week
 - b) The Chair shall set the format of the application
 - c) Successful applicants shall be invited to an interview.
 - d) The interview panel shall consist of the Chair, the Entertainments Officer-Elect, and the incumbent officer.
 - e) If there is no Entertainments Officer-Elect, the Secretary shall join the panel.
 - f) The panel shall appoint the Officer
 - g) The ruling of the panel is final
 - h) The appointed officer shall normally be announced at the Annual General Meeting.
 - i) For an appointment following an officer ceasing to be, the appointed officer and unsuccessful applicants shall be notified directly by the Chair.
2. Should any non ex-officio Member of the Committee cease to be during their term, The Committee may temporarily appoint any Member of the Union to the position
 - a) The appointed Officer or Member of the Committee shall have all the rights and responsibilities of the position.
 - b) Should the Technical Officer or Public Relations Officer for any reason cease to be during their term of office, applications shall open no later than one week after the next meeting of the Committee
 - c) For all other positions, an Extraordinary General Meeting shall be called to hold a Bye-Election no later than two teaching weeks after the appointment of the temporary Officer or other Member of the Committee.

Meetings

Committee Meetings

1. The Committee shall meet at minimum fortnightly during term.
2. Draft minutes shall be made available to Members of the Committee no later than 24 hours after a meeting.
3. Any Member of the Committee may submit Agenda items up to one day before any meeting to the Secretary
4. The Executive shall have approval over all items of the Agenda except for:
 - a) The first item on the agenda shall be a vote to approve the minutes of the previous meeting
 - b) The last item on the agenda shall be Any Other Urgent Business, where any member of the committee may raise any concern they have or ask a question to any Member of the Committee regarding the operation of Trinity Ents.
5. The Chair may invite any person to attend for specific agenda items.

General Meetings

1. There shall be an Annual General Meeting in the second half of Hilary Term.
2. There shall be an Extraordinary General Meeting in the event of:
 - a) An officer ceasing to be
 - b) The Ents officer receiving a petition of 10 Members of the Union to impeach a non ex-officio Member of the Committee
3. There shall be an ordinary General Meeting in the first half of Hilary term.
4. The Committee may call additional General Meetings.
5. General meetings shall be open to all Members of the Union
6. All Members of the Union shall be entitled to vote on any measure or in any election at a General Meeting

7. All Members of the Union shall be notified no less than one week in advance of a General Meeting
8. 50% of The Committee must be in attendance for a General Meeting to commence.
 - a) At least one member of the EC must be in attendance for a General Meeting to commence.
9. The Entertainments Officer shall chair the General Meeting
10. The Secretary shall minute the General Meeting.
11. The Executive shall set the Agenda of General Meetings
 - a) The Agenda for the Annual General Meeting shall contain elections as per section 3 and the announcement of the appointed officers as per section 4
 - b) The Agenda for Extraordinary General Meetings shall only contain the item for which the meeting was called
 - c) The Agenda for the first General Meeting of the academic year shall contain elections as per section 3, and reports from all Officers on work to date and plans, for the year ahead.
12. The Agenda of a General Meeting shall be made available to all Members of the Union at least one day before the meeting takes place
13. The Minutes of a General Meeting shall be made available to all Members of the Union no later than one week after the meeting takes place

Removals from the Committee

1. If a Member of the Committee fails to attend two committee meetings without advanced apology, the Secretary shall notify them that they are in danger of being removed as per 4.11.8 of the Constitution.
2. In the event of The Executive deeming any non ex-officio Member of the Committee to have broken or attempted to break college regulations while on Ent's business:

- a) A meeting of The Committee shall be convened where the Chair shall propose to impeach the member
 - b) The Member shall be referred to the Junior Dean by the Chair.
 - c) The Member shall be immediately suspended from their duties.
 - d) The Member shall be reinstated only if the motion to impeach at the meeting of the Committee fails.
 - e) Any non ex-officio Member of the Committee may resign in writing to the Chair.
 - f) Any Member of the Committee may propose to impeach any non ex-officio Member of the Committee
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- a) The Member making the proposal shall be given an opportunity to make a statement as to why the impeachment should take place
 - b) If in attendance, The Member of whom the impeachment is being considered shall be given an equal opportunity to make a statement of defence
 - c) If in attendance, The Member of whom the impeachment is being considered shall then leave the meeting while The Committee deliberate and vote.
 - d) The Committee shall vote by secret ballot
 - e) The Member shall then be invited to return to the meeting to hear the result of the vote.

3. Any non ex-officio Member of the Committee may be impeached at an Extraordinary General Meeting triggered by a petition to impeach as per section 5.2.b

- a) The Chair, or a nominee of the petitioners, shall make a statement as to why the impeachment should take place.

- b) If in attendance, The Member of whom the impeachment is being considered shall be given an equal opportunity to make a statement of defence
- c) If in attendance, The Member of whom the impeachment is being considered shall be given an equal opportunity to answer questions from Members of the Union. The duration of this questioning shall be at the discretion of the EC.
- d) If in attendance, The Member of whom the impeachment is being considered shall then leave the meeting while the attendees deliberate and vote.
- e) The Committee shall vote by secret ballot
- f) The Member shall then be invited to return to the meeting to hear the result of the vote.

Duties of the Committee

All Members of the Committee shall, in addition to their specific duties:

1. Contribute to the planning of Ents events.
2. Attend all Ents events where possible.
3. Have a responsibility to promote Trinity Ents in the college.
4. Assist other Members of the Committee where necessary
5. Participate in handover with their successor

Chair

1. Chair Duties as per 4.11.4 of the Constitution
2. Be responsible for all finances of Trinity Ents alongside the SU Administrative Officer and The Treasurer.
3. Be responsible for reviewing proposals for financial expenditure in conjunction with the Treasurer and providing financial oversight in tandem with the Treasurer.

4. Forward relevant correspondence to the Committee
5. Assist the Technical Officer with oversight of and recording of the rental of Ents equipment.
6. Deal with correspondence on social media alongside the Secretary, the Communications Marketing Officer and the PRO.
7. Taking a central role in organising campaign weeks alongside the Executive of The Committee.

Secretary

1. Secretarial Duties as per 4.11.5 of the Constitution
2. Deal with all on campus venue bookings.
3. Assist the Technical Officer with oversight of and recording of the rental of Ents equipment.
4. Deal with correspondence on social media alongside the Chair, the Communications & Marketing Officer and the PRO.
5. Taking a central role in organising campaign weeks alongside the Executive of The Committee.

Treasurer

1. Be responsible for all finances of Trinity Ents alongside the SU Administrative Officer and The Chair.
2. Be responsible for reviewing proposals for financial expenditure in conjunction with the Chair and providing financial oversight in tandem with the Chair.
3. Be responsible for the collection of financial takings after events and ticket sales, and have access to the online ticket sales platform.
4. Be responsible for maintaining a second set of accounts, to be used as a point of reference in the future.
5. Communicate regularly with the Administrative Officer on financial matters including the provision of estimates of expenditure

Public Relations Officer

1. Be responsible for the promotion of Trinity Ents.
2. Organise and oversee the design, printing and distribution of all the society's promotional materials including but not limited to posters, social media graphics and leaflets.
3. Curating all facets of Trinity Ents' social media presence and increasing Trinity Ents following through constant content and communication.
4. Write press releases for any large scale events.

Technical Officer

1. With the assistance of the Secretary and Chair, oversee and keep record of the rental use of the Ents equipment.
2. Dealing with rental payments and passing record of this onto the Ents Treasurer and the SU Administrative Officer.
3. Be available to transport, set-up and collect DJ equipment.
4. Perform actual sound engineering duties at Ents events

Welfare and Inclusion Officer

label=0. Sit on the SU Welfare committee, and be a bridge between Ents and Welfare.

lbbel=0. Work in close relations with Accessibility officers on matters concerning Equality, Diversity, Inclusion and general Accessibility.

lcbel=0. Liaise with the SU Welfare and Equality Officer, and other SU EDI PTOs.

ldbel=0. Regularly report to The Committee on the inclusivity of Ents events and make proposals on how to continuously increase inclusivity and accessibility.

lebel=0. Work with union PTOs to better include marginalized groups on campus.

Live Music Officer

1. Be responsible for the Battle of the Band series.
2. Find and promote local talent within Trinity.
3. Assist the Ents Officer in finding high profile acts to play at Trinity Ents events

Photography Video Officer

1. Organise photography and videography for all Trinity Ents events.
2. Watermark and edit all images and videos before uploading them onto social media.

Charity Liaisons Officer

1. Assist the Chair with the organisation and execution of Raise And Give (RAG) Week.
2. Coordinate the charity volunteers during RAG Week.
3. Liaise with the SU Volunteer Forum Coordinator
4. Manage any charity initiatives proposed by the Ents Committee.
5. Assist Charity Societies in managing events upon their request.

Entertainments Officer of the JCR Committee

1. Act as a liaison between Trinity Ents and Trinity Hall.

Junior Fresh Ents Rep

1. Represent and promote Trinity Ents among their year.

Review

The Committee shall, on or before January 31st 2024, review its own performance and this terms of reference and shall report its conclusions and recommendations for the committee going forward to Union Forum.

Expires 30/6/2025

International Committee

Purpose

The duties of the International Committee shall be to:

Discuss and improve on Union policy regarding international students.

Highlight any issues that international students may be facing.

Promote and support SU campaigns relating to international students

Support representation of International Students within the SU.

Membership

1. Membership shall consist of:

a) International Students' Officer (*ex officio; Chair*)

b) Secretary

c) JCR International Officer *ex-officio*

d) Erasmus Officer, selected by application

e) Eight ordinary members, selected by application

f) One Postgraduate member, selected by application

2. The format of the application shall be decided by the International Students' Officer, in consultation with the Welfare Equality Officer.

3. Applications will be assessed by International Students' Officer

4. The ISO shall endeavour to select members that represent that all faculties, all continents, and countries with the largest international student population in Trinity, according to most recently available data

5. Nine members will be selected to join the committee by the ISO, one of whom shall be elected to the position of secretary at the first meeting of the Academic Year

Accountability

1. Approved minutes shall be submitted to Council by the Secretary for noting.
2. Draft minutes of the Committee shall be circulated to the Union Forum for noting.
3. Items, if any, of concern to Union Forum will be returned to the Organising Committee as Matters Arising.

Meetings

1. There shall be a minimum of two meetings per teaching term
2. The chair may invite other persons to attend meetings for specific agenda items.
3. The agenda of meetings shall include the following:
 - a) Approval of Minutes
 - b) Matter Arising
 - c) Submissions from Committee Members for Discussion
 - d) Any Other Business

Review

The Committee shall, on or before January 31st 2024, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Boycott, Divestment, and Sanction (BDS) Implementation Group

Purpose

The TCDSU Boycott, Divestment, and Sanction (BDS) Implementation Group shall:

1. Ensure compliance with the principles of BDS in all Student Union shops, trade, business and other Union operations
2. Assist and consult with the President on furthering the aims and principles of the Global Boycott Divestment and Sanctions movement within all TCD activities, and in support of the global movement.
3. To organise Anti-Apartheid Week, using it to:
 - a) Platform the BDS movement
 - b) Further the aims and principles of the Global BDS Movement.
4. Campaign and lobby College to adopt BDS, which should include:
 - a) A total boycott of the State of Israel (Cultural, Academic and Economic),
 - b) Divestment of college funds from Israeli companies and other companies listed on the BDS Divestment List.
5. Lobby government and relevant external organisations to support BDS and the Palestinian anti-apartheid cause.

Membership

1. Membership shall consist of:
 - a) Chairperson
 - i. The committee shall, to the last ordinary meeting of Council of the academic year, submit a nomination for Chair, selected at their discretion.
 - ii. The nomination shall be submit via the Citizenship Officer and President raising a motion to appoint the nominated person as Chairperson for a term of one year.
 - iii. Where the committee do not submit a nomination, or where the motion to appoint fails, Council shall elect the Chairperson for a term of one year.
 - b) Secretary

- i. The committee shall, to the last ordinary meeting of Council of the academic year, submit a nomination for Secretary, selected at their discretion.
- ii. The nomination shall be submit via the Citizenship Officer and President raising a motion to appoint the nominated person as Secretary for a term of one year.
- iii. Where the committee do not submit a nomination, or where the motion to appoint fails, Council shall elect the Secretary for a term of one year.

c) Citizenship Officer (*ex officio*)

d) Four ordinary members, selected by application

e) One Public Relations Officer, selected by application

f) One Academic Implementation Officer, selected by application

g) One Social and Cultural Implementation Officer, selected by application

h) Two First Year Representatives, selected by application

i) One Postgraduate member, selected by application

2. The format of the application shall be decided by the Committee.

a) Applications will be anonymously assessed by the Committee

i. To maintain anonymity, either the Citizenship Officer or the Secretary to Council will administer the application process.

ii. Any information believed to be identifying by the Citizenship Officer or the Secretary to Council (whomever administered the application process) shall be censored before assessment.

iii. The Citizenship Officer shall recuse themselves from the meeting while the selection process is taking place.

3. Where the number of actual members of the committee is greater than three:

a) To maintain anonymity, the Citizenship Officer will administer the application process.

- b) Any information believed to be identifying by the Citizenship Officer shall be censored before assessment.
 - c) The Citizenship Officer shall recuse themselves from the meeting while the selection process is taking place.
4. Where the number of actual members of the committee is not greater than three:
- a) To maintain anonymity, the Secretary to Council will administer the application process.
 - b) Any information believed to be identifying by the Secretary to Council shall be censored before assessment.

Accountability

1. Approved minutes shall be submitted to the Council by the Citizenship Officer in the form of a Part-Time Officer Report
2. Draft minutes of the Committee shall be circulated to the Union Forum for noting.
3. Items, if any, of concern to Union Forum will be returned to the Organising Committee as Matters Arising.
4. The Chair of the Committee shall be available to report orally to the Union Forum on key aspects of the proceedings of the Committee as required.
5. The Chair of the Committee shall bring a report on the compliance of the Union, to Council, in the form of a Discussion Item, at least one per teaching term.

Meetings

1. Meetings shall be arranged on an ad-hoc basis
2. There shall be a minimum of three meetings per teaching term
3. The agenda must include:

- a) The Approval of Minutes
 - b) Matters Arising from the approved minutes
 - c) Correspondence
 - d) Discussion items
 - e) Any Other Business
4. The President shall be invited to every meeting of the committee.
 5. The Chair may invite other persons to attend meetings for specific agenda items.
 6. The secretary shall send, to any invited persons, all papers of the meeting to which they are invited
 7. The Committee shall invite submissions from members of the Union, which will be considered by the committee as Items of Correspondence

Review

The Committee shall, on or before January 31st 2024, review its own performance and its terms of reference and shall report its conclusions and recommendations for the Implementation Group going forward to Union Forum.

Campaigns Committee

TOR

Membership

Ex-officio members:

- President (Chair)
- Communications and Marketing Officer (Secretary)
- JCR President
- Housing Rights Officer

- Citizenship Officer

Elected Members (to serve until June of the academic year in which they are elected):

- 8-12 Ordinary Committee members
- Postgraduate Taught Representative
- Postgraduate Researcher Representative
- First Year Representative

Terms of Reference

1. The duties of the Campaigns Committee shall be to:

- a) Assist in the planning of campaigns as requested by the President.
- b) Work to flag relevant issues and matters as they arise to the President.
- c) Strategise outreach to communities around Trinity, and identify allies and opposition to campaign goals, in the name of serving the will of campaign motions as decided by Council.
- d) Evaluate the strengths and weaknesses of past campaigns and submit suggestions for improvement to the President and Union Forum.
- e) The Campaigns Committee will function as a key ideaspace for generating campaigns strategy and ideas, and will make recommendations to the campaign executive of the Union, Union Forum, which will be presented by the President to the Union Forum.
- f) The Campaigns Committee will take into consideration the workers' movement and aim to establish links with grassroots groups and trade unions on campus.
- g) The Campaigns Committee is responsible for devising policy to pressure the USI to reform its election structure as mandated in Schedule 4.

2. Meetings of the Campaigns Committee:

- a) Meetings of the Campaign Committee shall take place at least three times per academic semester.
- b) The agenda of meetings shall include the following:
 - Approval of Minutes
 - Matter Arising
 - Submissions from Committee Members for Discussion
 - Any Other Business
- c) Meetings of the Campaigns Committee shall take place in an open-forum way, and the committee shall be the body where the collective of students congregates in order to take action on issues affecting the student body.

3. Appointment of the Members:

- a) Elected members shall be elected at the first Council of Michaelmas Semester.
- b) The president may invite any student to speak on any topic at their discretion.

Review

Minutes of Campaign Committee meetings shall be available to the Union Forum. The President shall, with the campaigns committee, review the performance of the Campaigns Committee on or before January 31st, and submit its findings to the Union Forum. The President shall also conduct a review into the performance of the Campaigns Committee before their term ends, with recommendations of the performance and functioning of the campaign committee to be included in the handover document prepared for the incoming president.

Expires 30/6/2025

Diversity in STEM Organising Committee

Purpose

The TCDSU Diversity in STEM campaign shall promote diversity inclusion of gender identity, sexual orientation, race, ethnicity and any other qualities as decided by the Organising Committee.

Membership

1. Membership shall consist of:
 - a) Deputy STEM Convenor *ex officio; Chair*
 - b) STEM Convenor *ex officio; Secretary non-voting*
 - c) Four ordinary members, selected by application
 - d) One postgraduate officer, selected by application
 - e) Gender Equality Representative, selected by application
 - f) Ethnic Minorities Representative, selected by application
 - g) Lesbian, Gay, Bisexual and Trans Rights Representative, selected by application
 - h) Students with Disabilities Representative, selected by application
 - i) Access Representative, selected by application
 - j) A Sabbatical Officer *in attendance*
2. The format of the application shall be decided by the STEM Convenor and Deputy STEM Convenor.
3. Applications will be anonymously assessed by:
 - a) The Deputy STEM Convenor
 - b) Gender Equality Officer
 - c) Ethnic Minorities Officer

- d) Lesbian, Gay, Bisexual and Trans Rights Officer
- e) Officer for Students with Disabilities.

Accountability

1. Approved minutes shall be submitted to the STEM Faculty Assembly by the Deputy STEM Convenor for discussion.
2. Draft minutes of the Committee shall be circulated to the Union Forum for noting.
3. Items, if any, of concern to Union Forum will be returned to the Organising Committee as Matters Arising.
4. The Chair of the Committee shall be available to report orally to the Union Forum on key aspects of the proceedings of the Committee as required.

Meetings

1. Meetings shall be arranged on an ad-hoc basis
2. There shall be a minimum of two meetings per teaching term
3. The chair may invite other persons to attend meetings for specific agenda items.

Review

The Committee shall, on or before January 31st 2024, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

Expires 30/6/2024

Access Committee

Membership

1. Membership shall consist of:

- a) Access Officer *ex officio*; Chair
 - b) Officer for Students with Disabilities *ex-officio*
 - c) Ethnic Minorities Officer *ex-officio*
 - d) Two ordinary members, elected at First Council
 - e) Two ordinary members, selected by application
 - f) 2 ordinary members who are past or present members of the Foundation Course, selected by application
 - g) 1 ordinary member who is a DARE representative, selected by application
 - h) 1 ordinary member who is a postgraduate access student, selected by application
2. The position of Secretary shall be selected by the Chair in consultation with the Education Officer.
- a) The format of the application shall be decided by the Access Officer, in consultation with the Education Officer.
 - b) Applications will be anonymised by the Communications Marketing Officer and assessed by the Access Officer.

Duties

3. The duties of the Access Committee shall be:
- a) To assist the Access Officer in planning and working on College Awareness Week and subsequent events throughout the academic year.
 - b) Discuss and improve Union policy regarding students who entered college through an access programme.
 - c) Highlight any issues that access students may be facing. Support representation of access students within the Union.

Meetings

4. The meetings of the Access Committee shall:
 - a) Be held on an ad hoc basis.
 - b) Follow the format of: Approval of Minutes; Matters Arising; Submissions from committee members; Any Other Business.
 - c) Take place no less than twice per term.
 - d) Include other members who are invited by the chair for specific meetings or agenda points, such that it has the approval of the Committee.

Accountability

5. In order to hold the Access Committee accountable, the following measures will be required:
 - a) To submit all approved minutes to Council as an item for noting.
 - b) Draft minutes of the Committee shall be circulated to the Union Forum for noting.
 - c) The Chair of the committee shall be available to report orally to the Union Forum on key aspects of the proceedings of the Committee as required.

Review

The Committee shall, on or before January 31st 2024, review its own performance and its terms of reference and shall report its conclusions and recommendations for the campaign going forward to Union Forum.

BAME Advisory Group

Membership

Membership of this group will be open access for any TCD Student or Staff member identifying as a minority ethnicity to join.

It shall also consist of:

- a) President (ex-officio)
- b) Welfare Equality Officer (ex-officio)
- c) Ethnic Minorities Officer (ex-officio, Chair)
- d) Citizenship Officer (ex-officio, Secretary)
- e) Community Liaison Officer (ex-officio)
- f) International Officer (ex-officio)

The committee shall elect further positions in subsequent meetings by those in attendance.

The purpose of this committee is for students of colour and minority ethnicities to be able to come together in a shared space, enabling community engagement, and community planning, to inform campaigning carried out by the Union, such as Campaign weeks or relevant motions from council.

The membership of the meetings will be open-access to all minority-ethnicity students. The meetings of the Advisory Group will be published in the weekly newsletter, and its timing and location will be determined by the President and Ethnic Minority Officer and communicated to the Communications Officer.

Accountability

The BAME Advisory Group will meet at least once every three weeks during term time. *Expires 30/6/2025*

Engagement Working Group

The membership of the Engagement Working Group shall consist of:

- a) Engagement Officer (Chair, ex-officio)
- b) President (ex-officio)
- c) Education Officer (ex-officio)

- d) Communications Marketing Officer (ex-officio)
- e) Chair of Council (ex-officio)
- f) Secretary to Council (ex-officio)
- g) Two representatives of Union Forum, selected by anonymous application, to serve from selection until the end of the current sabbatical officer term.
- h) Three ordinary members, elected at First Council, to serve from election until the end of the current sabbatical officer term.
- i) One ordinary member, selected by the Chair, who previously served on the Electoral Commission or the Oversight Commission, to serve from appointment until the end of the current sabbatical officer term.

The duties of the Engagement Working Group shall be:

- a) To explore the issues of engagement within the Union, and in doing so, collect data, invite testimonies and produce recommended reforms.
- b) To assist the Engagement Officer in conducting outreach to members of the Union and student-led campaign groups, particularly with respect to ensuring these mandates are carried out most effectively.

The meetings of the Engagement Working Group shall:

- a) occur on an ad hoc basis.
- b) follow the format of: Approval of Minutes; Matters Arising; Submissions from Committee Members; Any Other Business.
- c) take place not less than two times in a term.
- d) include other members invited by the Chair for specific meetings or agenda points, such that it has the approval of the Committee.

To hold the Engagement Working Group accountable, the following measures will be required:

- a) To produce a report to Council once per term with recommendations and suggestions for improving engagement within the Union and the running of Council.
- b) To submit all approved minutes to Council as an Item for Noting.
- c) To review its own performance and these Terms of Reference and submit a report of its conclusions and recommendations to Council on or before January 31st, 2024.

Expires 30/6/2025

Off Campus and Clinical Placement Committee

Membership: Open access to all off-campus students of TCD who also undergo mandatory clinical placements.

It shall consist of:

- a) President (Secretary) (ex-officio),
- b) Welfare Equality Officer (ex-officio), Officer (ex-officio),
- c) Health Sciences Convenor (ex-officio),
- d) Off-Campus Officer (Chair) (ex-officio).

This committee may further appoint based on applications the following representatives:

- a) Therapies,
- b) Medicine,
- c) Nursing,
- d) Pharmacy and Midwifery,
- e) Social Work.

Further positions may be established and elected at the discretion of the committee. The aim and purpose of this committee is to lobby and provide meaningful representation to students who undergo mandatory clinical placements by aiming to

secure subsidised accommodation for Dublin based summer placements, reduce costs associated with placements, increase counselling availability for students on placements. It will also aim to improve the standard of facilities in off-campus locations; a subcommittee to this end may be created at the discretion of the Off-Campus Officer, subject to consensus of those in attendance of the meeting who vote in favour of such a proposal by the PTO, positions of which will be elected at a further meeting.

Dates and locations of meetings will be agreed upon by the President and Off-Campus Officer, with at least one meeting of this committee to take place in Trinity Centre for Health Sciences in St James'; details of all meetings will be passed to the Communications Officer for inclusion in the weekly newsletter. The committee will be required to submit a report on progress made to one council per term, submitted by the Off-Campus Officer. The Off-Campus Clinical Placement Committee will sit once every three weeks during term time.

Expires 30/6/2025

Environmental Action Committee

Membership of the environmental action committee shall consist of:

- Environmental Officer (chair, ex officio)
- Secretary
- 1st-year Representative
- Postgraduate Representative
- 3 Ordinary Committee members, by application

The activities of the environmental action subcommittee shall be as follows:

- To engage students in the national climate discussion

- To encourage student participation in and engagement with national climate movements and demonstrations, provided this does not come into conflict with the Union's goals
- To promote and organize initiatives relating to climate change and mental health, particularly as regards climate anxiety
- To campaign against greenwashing and environmentally damaging partnerships on campus

Meetings:

- The committee shall meet on an ad hoc basis, with at least two meetings per term
- Guest speakers may attend meetings at the invitation of the chair
- The secretary shall keep minutes of the meetings

Review:

- The Committee shall, on or before January 31st, 2024, review its own performance and these terms of reference and shall report its conclusions and recommendations for the committee going forward to Union Forum

Expires 30/6/2026

Academic Senate

The Academic Senate shall:

- Serve as a body wherein policy and reports may be debated, written, edited, and reviewed as well as have members of the TCDSU and the Senate note objections or concerns from policy to the Senate Executive.
- Report to council, in the form of minutes to be approved at the beginning of the next Council meeting.

- Report to council in the form of reports including policy suggestions and long-term plans to be noted at the beginning of the next Council meeting.
- Meet at least twice a term.
- Discuss matters relating to education and academic affairs on a College-level.

The Academic Senate of TCDSU shall consist of the following:

- Chair
- Vice Chair/Secretary
- Education Officer (ex-officio)
- Welfare Officer (ex-officio)
- All elected Faculty Convenors (ex-officio)
- All elected School Convenors (ex-officio)
- All elected Programme Convenors (ex-officio)
- Academic Senators: 25 members who applied for the role by anonymous application to the Education Officer
- One member from each School of STEM (Biochemistry and Immunology, Computer Science and Statistics, Genetics and Microbiology, Natural Sciences, Chemistry, Engineering, Mathematics, Physics)
- Two members from each School of HS (Dental Science, Medicine, Nursing and Midwifery, Pharmacy and Pharmaceutical Sciences)
- Eight members chosen by anonymous application from eight schools within AHSS (Trinity Business School, School of English, School of Social Sciences and Philosophy, School of Religion, School of Creative Arts, School of Histories and Humanities, School of Social Work and Social Policy, School of Linguistic, Speech and Communication Sciences, School of Education, School of Law, School of Psychology, School of Languages, Literatures and Cultural Studies)

- One member from a Joint Honors pathway (any JH program including cross faculty)

The Executive of the Academic Senate shall consist of the following:

- Chair
- Vice Chair/Secretary
- Minimum 3 selected Academic Senators - Maximum 6 (1 to 2 from each faculty unless one member is JH cross faculty depending on the issue at hand)
- Education Officer

Duties of the Chair:

- The Chair of Academic Senate shall be appointed by the Education Officer after applying to the role.
- They shall be responsible for the running of the Senate. This will consist of:
 - The responsibilities of committee Chairs as outlined in the TCDSU Constitution, Section 4.11.4 (b)
 - At the end of each academic year, the Chair and Vice-Chair shall review and produce a report on the operation of the Senate.
 - They shall be responsible for arranging any necessary Executive meetings and aiding the Executive or the individual who suggested the creation of policy in writing the policy noted.

Duties of the Vice-Chair:

- The Vice-Chair will be selected through an application process, that will open following the selection of Academic Senators.
- The Vice-Chair will serve as secretary to the Senate and have the responsibilities laid out in the TCDSU Constitution, Section 4.11.5 and Section 4.11.8.

- The Vice-Chair will engage with the Chair of the Oversight Commission and Chair of the Electoral Commission to ensure policy created is in line with.
- At the end of each academic year, the Chair and Vice-Chair shall review and produce a report on the operation of the Senate.

The duties of the Executive Committee of the Academic Senate will consist of:

- Writing the policy document if the person who submitted the policy is unavailable to write the document.
- Advising the individual who submitted the policy concept in the creation of the policy document.
- Referring excess cases to the appropriate bodies such as Faculty Assemblies and Council.

Quorum:

- To be considered quorate, the Senate will require one third of its members to be in attendance.

Attendance and reporting:

- The meeting will be open.
- Minutes will be made available as part of the agenda to council.
- Non-members of TCDSU will be permitted to address the Senate by invitation of the Chair only.

Expires 30/6/2026

Constitutional Review Working Group

Purpose

The Constitutional Review Working Group is a group established to undertake the task of amending the constitution significantly to integrate postgraduate students into the role as well as integrate already existing structures into the constitution.

Duties

The duties of the Constitutional Review Working Group include:

- Fix any grammatical errors in the Constitution for TCDSU
- Integrate postgraduates into the Constitution with more formal structures
- Integrate already existing structures into the Constitution
- Review previously completed submissions of the constitution and provide a report to Council on this
- Review relevant sections of the constitution and propose a new constitution if required

Membership

- Chair - Education Officer (ex-officio)
- Welfare Officer (ex-officio)
- Communications Officer (ex-officio)
- Chair of the Electoral Commission (ex-officio)
- Chair of the Oversight Commission (ex-officio)
- Faculty Convenors (ex-officio)
- Administrative Officer (ex-officio)
- 12 ordinary members selected by application
- The Electoral Commission and the Oversight Commission can be in attendance

Meetings

- Meetings will occur on a fortnightly basis at a minimum during term time.
- A secretary will be appointed by the Chair per meeting.
- Further meetings will be held if required.
- The CRWG will organize at least 5 open fora on the contentious areas of the constitution or any areas of significant debate recorded from previous years in Council.

Testimony

The working group shall invite written testimony from any member of the union who wishes to contribute. The working group shall individually engage, in whatever form they deem appropriate, with every member of the Union Forum to gather detailed testimony.

Accountability

All approved minutes of meetings will be submitted to Council by the Education Officer. The draft of the Constitution must be brought to at least 2 Union Forum meetings. The draft of the Constitution must be brought to at least 2 Council meetings.

Expires 30/6/2026

Archival Committee

Membership

The membership of the Committee shall consist of:

- The Chair, titled as Union Archivist, shall be elected by Council at the final ordinary meeting of Council of the academic year for the following academic year. The term of office shall be until the final ordinary meeting of Council in the second year following that academic year. The Chair, before the final ordinary meeting of Council in their first year in office, may reject their position for the second year.

- Communications & Marketing Officer (ex-officio)
- Two ordinary members, elected at the last Council of the academic year, to serve from election until the last Council of the following academic year.
- One ordinary member, elected at the First Council of the academic year, to serve from election until the last Council of the current academic year.
- Administrative Officer (ex-officio) as a member in attendance

Duties

The duties of the Archival Committee shall be:

- To develop and maintain a consistent archival system for the Union Archive in line with international standards and best practices,
- and, where possible, permit for public access to the Union Archive, or
- when necessary, prohibit access to protect in camera or otherwise sensitive documents.
- To store and sort all relevant materials produced by the Union, including Council and committee minutes, election results, policy documents, publications and anything else as determined by the Committee, either physically or digitally as necessary.
- To consult with relevant Union officers in order to document precedents, policies, practices or events for future officers.
- To manage an email address through which students may submit contents for the archive and on which essential documents can be stored.

Meetings

The meetings of the Archival Committee shall:

- occur on an ad hoc basis.
- follow the format of:
 - Approval of Minutes;
 - Matters Arising;
 - Submissions from Committee Members;
 - Any Other Business.
- take place not less than two times in a term.
- include other members invited by the Chair for specific meetings or agenda points, such that it has the approval of the Committee.

Expires 30/6/2026