



The University of Dublin Trinity College
Capitation Committee
Terms of Reference – 29 November 2023

1 Objectives

1.1 The Capitation Committee is a sub-committee of the Student Life Committee. Its role is: i) to apportion the capitation fund, committed to it on the basis of the historically approved allocation procedure¹ by Board, to the Capitated Bodies; and ii) to have responsibility for the formulation of the recommendation which is presented to Board by the Student Life Committee in respect of the possible introduction and implementation of levies relating to capital projects and their subsequent recurrent costs; and of levies funding the internal operation of the Capitated Bodies and their dependent organisations²; iii) to ensure the observance of all regulations pertaining to the Capitated Bodies and their dependent organisations, as published in the College Calendar; iv) to develop and bring forward joint proposals for the promotion of the wellbeing and advancement of the capitated bodies and to progress their shared interests; v) to provide a forum for enabling good relations and collaboration between the capitated bodies; and, vi) carry out such other functions as may from time to time be delegated to it by the Student Life Committee.

1.2 The Capitation Committee is guided by the following values in its work and decision-making:

Collaboration

Collaboration is about strong independent bodies working together and cooperation. It involves achieving synergy but not necessarily unity.

Accountability

Accountability is about integrity in the management of resources. It involves holding each other to account.

Transparency

Transparency is about openness in relation to the work and decision-making of the Committee, with particular regard to its role in financial management and finances.

Representation

Representation is about being student led and directed. It involves representing the interests of students and giving voice to these interests.

Fulfilment

Fulfilment is about challenge and personal growth, education and learning, wellbeing and welfare, and dignity and respect. It involves maximising the student experience and enabling student satisfaction.

¹ Minute 2003/89 – Finance Committee, 28th May 2003.

² Protocol governing this Objective adopted by Capitation Committee on February 2nd 2010 and submitted to Student Life Committee with these Terms of Reference.

2 Membership

2.1 The Committee shall comprise:

Senior Dean (casting vote)
College Deans' Executive Officer (non-voting)
Financial Services Division representative (non-voting)
Principal Committee representative
Trinity Sport Union (4 representatives)
CSC (4 representatives)
Students' Union (3 representatives)
Trinity Publications representative (2 representatives)

Each Capitated Bodies may appoint one supernumerary representative to attend meetings of the Committee, such supernumerary representatives shall have no voting rights, nor shall such supernumerary representatives exercise voting rights in the absence of the duly appointed members of the Committee.

The Capitation Committee works by consensus, with the possibility to take a vote, by simple majority, where it is found that consensus cannot be reached.

Each capitated body, and other entities represented, may decide internally who their representatives will be, governed by their own constitutional obligations/democratic process.

2.2 The Chairperson of the Committee shall be the Senior Dean.

The role of the chairperson includes to:

- Ensure the effective running of the Capitation Committee, particularly in the build-up to its meetings.
- Enable effective and productive meetings of the Capitation Committee.
- Foster good relations between members of the Capitation Committee.

Where the chair is deemed by the Capitation committee to be mishandling or not adequately performing their role, the matter will be referred to the Provost with a view to appointing a replacement.

2.3 The College Deans' Secretary shall act as Secretary to the Committee.

The role of the secretary includes to:

- Take and circulate minutes of meetings of the Capitation Committee.
- Organise and convene meetings of the Capitation Committee when best suits all members.
- Seek the necessary inputs for meetings of the Capitation Committee, including financial reports of the capitated bodies at the start of the academic year.
- Hold the archives of the Capitation Committee.

3 Meetings and Quorum

3.1 The agenda for Capitation Committee meetings shall address the following strands:

- Accountability Strand: considering annual accounts and reports from the capitated bodies and addressing issues of accountability as they arise, and considering reports from all subgroups.
- Collaboration Strand: considering opportunities for collaboration between capitated bodies, such as around Fresher's Week, and considering updates from the capitated bodies to inform this work.

- Joint Proposal Strand: considering issues for the development of joint proposals and their promotion, and considering updates from the capitated bodies to inform this work.
- Review Strand: considering the work of the Capitation Committee and reflecting on its impact and functioning.
- Any Other Business Strand: considering other issues of relevance to the objectives of the Capitation Committee.

The agenda for each meeting will be prepared by the chairperson, allowing for input from members

- 3.2 The Committee shall meet up to three times per semester, as necessary, with the first meeting of the year being convened prior to Fresher's Week, and with additional meetings to be convened by the Chairperson as required for the Committee to fulfil its duties. Where there is insufficient business any scheduled meeting may be cancelled and, conversely, additional meetings may be held where sufficient business warrants it.
- 3.3 The quorum for meetings shall be 50% of the voting membership plus one (9 members.)
- 3.4 The Chairperson may invite other persons to attend meetings for specific agenda items.
- 3.5 The draft minutes of a Capitation Committee meeting will be forwarded for circulation to the next meeting of the Student Life Committee.
- 3.6 In order to aid its operation the Capitation Committee may from time to time arrange for subgroups to consider specialist issues. Subgroups report to each meeting of the Capitation Committee, under the accountability strand, and may, as part of this, bring forward recommendations to the Capitation Committee.
- 3.7 The Capitation Committee's approved meeting minutes and agendas shall be made publicly available, with due regard to agreed confidentiality.

4 Duties

The specific duties of the Capitation Committee shall be to:

- 4.1 Be responsible to the Student Life Committee for all matters relating to the allocation and audited accounting of the said funds by the capitated bodies in accordance with guidelines approved by the Student Life Committee and Board.
- 4.2 Be responsible for an annual review of the audited accounts and major activities of the capitated bodies.
- 4.3 Prepare an annual report of its activities, to include a review of Committee effectiveness, for submission to the Student Life Committee not later than the end of Michaelmas term of each year.
- 4.4 Be responsible for the formulation of the recommendation which is presented to Board by the Student Life Committee in respect of the possible introduction and implementation of levies relating to capital projects and their subsequent recurrent costs; and of levies funding the internal operation of the Capitated Bodies and their dependent organisations³.
- 4.5 Be responsible for dealing, in a timely fashion, with complaints brought to the Capitation Committee against capitated bodies and/or their dependent organisations. In the case of a complaint against a dependent organisation, the Capitation Committee will require that the capitated body deal with the complaint internally to ensure adherence to the relevant regulation(s). If the capitated body's internal procedures are deemed to have dealt with a complaint unsatisfactorily or in the case of a complaint against a capitated body, the

³ As determined by the approved Protocol governing Objective 1.1.ii

Capitation Committee will ensure compliance with the regulation(s) and to this end retains the authority to withhold funding from any of the Capitated Bodies.

- 4.6 Ensure that all Capitated Bodies and their dependent organisations are fully and properly informed of the legal obligations pertaining to the publication of any and all material. Whilst acknowledging the variety and range of material published under its general auspices and the aegis of its dependent organisations, the Capitation Committee shall take measures to ensure that the relevant personnel in clubs and in societies, and the respective editors of publications and their contributors, will receive proper and pertinent training and advice on the legal context and guides to best practice, (and where applicable the College regulations), in which each type of publication, including but not limited to books, newspapers, journals, brochures, leaflets and posters, is produced.

Further, the Capitation Committee shall require that all titles and publications which may reasonably be considered within the potential compass of the Press Council of Ireland but particularly those titles and publications which are officially recognised by the Dublin University Publications Committee; and those titles and publications which would seek such recognition; and the news sheets of the Trinity College Dublin Students' Union; and the non-academic publications of the Trinity College Dublin Graduate Students' Union are members of the Press Council of Ireland.

In the context of the legal framework governing publication in general, the Capitation Committee is aware that the Senior Dean may withdraw any publication where, in the Senior Dean's opinion as informed by legal or medical advice, such immediate action is necessary to avert obvious and immediate risk of violence to person or damage to property. The Capitation Committee is aware such action will only occur in extreme circumstances and the Senior Dean's exercising of such powers will be subject to review at the earliest opportunity by the Capitation Committee.

The exercise of such powers on the part of the Senior Dean will not in any way diminish or negate the right or capacity of the Capitation Committee to require full information regarding the circumstances prompting the exercise of the said Decanal powers; neither will it diminish nor negate the right or capacity of the Capitation Committee to pursue its own investigation of the nature of the alleged offence. On foot of the Senior Dean exercising such powers the Capitation Committee shall meet at the earliest opportunity to investigate the nature of the alleged offence.

- 4.7 Be responsible for identifying relevant issues and aspirations of shared concern in the work and interests of the capitated bodies, establishing shared positions on these, identifying and pursuing the most effective arrangements to bring forward these shared positions as joint proposals, and bringing the collective weight of the capitated bodies to bear behind the joint proposals developed.
- 4.8 Be responsible for enabling exchange and discussion at Capitation Committee meetings to advance shared understanding of the work and issues for the capitated bodies, encouraging the capitated bodies to engage formally with each other for similar exchanges outside of Capitation Committee meetings, and promoting the shared values of collaboration, accountability, representation, and fulfilment in the work of the Capitation Committee.