



Guidelines for Establishing and Facilitating a ClimateUni branch in Trinity College Dublin, Ireland

Version 1.0 – Approved by the Branch Coordinating Team
(17th April 2026)

This document outlines the organisational principles for setting up a Climate Justice Universities Union (ClimateUni) branch and provides guidelines for how to facilitate engagement within a branch, in line with the ClimateUni's constitution. This version of the document refers specifically to ClimateUni branch in Trinity College Dublin, Ireland.

These guidelines embrace a culture of care and support, acknowledging that many members of the ClimateUni are overburdened with work and other responsibilities. These guidelines also recognise that the branch needs to be flexible and responsive. Each branch can strive to simultaneously balance flexibility with the need to strengthen its legitimacy and its functioning as a fundamentally democratic collective. These guidelines are meant to be part of a living document that can be adopted according to circumstances and changing needs, as they emerge.

Each branch is open to all those who share the aims and values of ClimateUni, as defined by its Constitution (<https://climatejusticeuniversitiesunion.org/governance/>) and who feel an attachment to the community where the branch is situated. If a branch is at a specific higher education institution, it is thus open to staff, students, researchers, alumni, friends and partners of the institution. Trinity branch is open to anyone who share the aims and values of ClimateUni and feels an attachment to Trinity College Dublin.

Per the Union's Constitution (Article 4.3), local branches "can be created at any location when at least three members of the Climate Union come together and establish a branch". It is stipulated that "at least one member should be designated as the branch coordinator of the local branch" and that "other roles ... can be defined by the branch membership".

At the Trinity College Dublin branch (a large branch with 50+ members), it is envisaged that a minimum of 3 (and maximum of 5) coordinators will be appointed covering 3 core coordinating roles (Convenor, Secretary, Treasurer) thus forming a **Branch Coordinating Team (Core Team)**. It is further envisaged that further positions will be created which – together with those of the Core Team – will form a wider **Branch Committee**. The Core Team is responsible for creating a strategy for advancing climate justice principles within Trinity (in line with the Union's constitution) and coordinating its implementation. The Core Team of the branch functions as the main decision-making body in between branch-wide meetings. The Branch Committee supports the Core Team in implementing the branch's strategy,

acts as the main decision-making body between the branch's General Meetings (with the Branch General Meeting being ultimately the branch's highest decision-making body), and is the main point of contact between the Branch and the larger ClimateUni (e.g., for communications, updates, etc.).

What follows is a more detailed description of the branch's organisational structure.

Branch Coordinating Team (Core Team)

It is envisaged that a minimum of 3 and maximum of 5 branch coordinators will be appointed to form the Branch Coordinating Team. The following 3 main coordinating functions will be created:

- **Branch Convenor:** convenes and chairs meetings, leads the branch, liaises with other branches and with the ClimateUni's Coordinating Team, represents the branch vis-à-vis the home institution (University) and other bodies, represents the branch to the outside world. Branch Convenor can delegate some functions to other coordinators on the Core Team, notably to the branch Secretary.
- **Branch Secretary:** Maintains the database (mailing list) of branch members (in coordination with the Union's Secretary/administrative assistant); maintains internal communication within the branch (e.g. local newsletter); help to run meetings, maintains internal documents and meeting minutes, notifies the branch membership of vacancies and organises elections.
- **Branch Treasurer:** Raises and administers funds; coordinates with Alumni Liaison Officer; supports the Core Team with any other coordination tasks.

Branch Secretary and/or Treasurer can deputise the Convenor if and when needed, or can act as permanent Co-Convenors. It is also possible to create a position of a Deputy Convenor and Branch Secretary/Treasurer may be one role.

Additional Branch Coordinators:

If deemed useful, up to 2 further Branch Coordinators can be appointed (with or without a specific role). Either way, Branch Core Team will always have a minimum of 3 members and a maximum of 5 members, depending on needs and capacity.

In the initial setting-up period (first two years, beginning May 2026), Core Team positions can be filled by self-nomination, or invited by already existing Core Team members. After this initial 2-year period membership and roles will be determined by an open election process either online or at the Branch General Meeting (details of the election procedure is to be worked out).

Meeting frequency:

To be determined - weekly, bi-weekly or monthly, or as needed (in person or online).

For a Core Team meeting to be deemed legitimate, it must be attended by a majority of Coordinators (2 out of 3; 3 out of 4; 3 out of 5). When meetings are impossible to organise in sufficient frequency (e.g., due to ongoing workload) the Branch Coordinating Team can maintain communication and make decisions via email or

other communication means.

In its decision-making, the CoreTeam strives for consensus, but if no consensus is reached, then a decision will go to a simple majority vote. In case of split vote, then the branch Convener has a casting vote.

Core Team can also invite other members of the Union (including specific members of the Branch Committee) to attend its meetings as needed.

Branch Committee (BC)

It is important to have ambition for the growth of the ClimateUni at Trinity and beyond. Below, we outline some additional roles and functions that may be established as needed and when members have the capacity, experience, and interest in supporting them. Members serving in these roles will, together with the Branch Core Team, form a wider Branch Committee.

Specific roles/positions include (but are not limited to):

- Communications officers (one or more): managing LinkedIn, Instagram, Bluesky, Snapchat etc
- Student Liaison Officer(s): liaising with students / Student Action Group (SAG)
- Student rep(s) (one or two or more): representing different parts of the student body
- Faculty reps: representing different Faculties with College
- Library rep(s)
- Admin-Technical Staff rep(s)
- Alumni Liaison Officer(s): liaising with alumni
- Community Engagement Officer(s): engages with local communities
- Campaigns Officer(s): leads specific campaigns as decided by the branch and helps to implement national/international campaigns
- Events Officer(s): helps to organise internal events (e.g. talks, workshops etc.)
- Liaison Officer for the Fellows
- Liaison Officer for trade unions (IFUT, Siptu, Unite etc.)
- Working Groups rapporteurs (if members of a branch are also members of a CJUU Working Group, they can be invited to join the Branch Coordinating Team)
- Ordinary member(s): members of the branch coordinating team without a specific portfolio; helping with tasks on ad hoc basis

Other positions may be created as needed (on a temporary or permanent basis). For instance a leader (or rapporteur) of a Branch Action Group (see below) may be invited to sit on the Branch Committee as a Campaign Officer for the duration of the action/campaign.

The roles within the Branch Committee can be combined or split/shared as needed (e.g. a Communications officer can also act as a Faculty rep etc.). Also CoreTeam members can perform some of the above functions. Again maximum flexibility is allowed here to accommodate staff availability, capacity and skills.

For the initial setting-up period (first two years), these positions can be filled by self-

nominations, or by invitations from the CoreTeam. After this initial 2-year period, membership and roles on the Branch Committee will be determined by an open election process either online or at the Branch General Meeting (details of the election procedure is to be worked out). Suggested terms: 2-year term; maximum 5 terms.

Branch Committee is the main decision-making body in between branch's General Meetings. In its decision-making, the Branch Committee strives for consensus, but if no consensus is reached, then a decision will go to a simple majority vote. In case of split vote, then the branch Convenor has a casting vote. When meetings are impossible to organise in sufficient frequency (e.g. due to ongoing workload) the Branch Committee can maintain communication and make decisions via email or other communication means.

Recommended meeting frequency: quarterly, or as needed. In addition, Core Team (or its Convenor) can consult with the Branch Committee or call a Branch Committee meeting to discuss any significant decisions that needs to be taken.

Branch Action Groups (BAGs)

The Branch Core Team and/or the Branch Committee can establish permanent or temporary Branch Action Groups to advance specific tasks or campaigns. Each BAG should have at least one Rapporteur that will act as a bridge between the BAG and the Core Team/Branch Committee and will be invited to their meetings as appropriate.

An example of a BAG is an Alumni Branch Action Group that can be set up as a permanent BAG involving university's alumni (e.g. for the purpose of fundraising). An example of a temporary BAG is an Action Group created for a specific campaign (e.g. to run a petition; or to prepare a protest; or to organise an industrial action).

Ordinary members can propose a creation of a BAG at any time and seek Core Team or Branch Committee approval for it.

Student wing of the branch/Student Action Group (SAG)

A specific form of a Branch Action Group is a Student Action Group involving student members of the Union. The modus operandi of the SAG is to be determined - in a dialogue with the student members of the branch.

It is essential that good communication and coordination is maintained between the branch and its student wing. At a minimum, SAG should have a rep on the Branch Committee.

Branch General Meeting

All members of the branch will be invited to attend Branch General Meetings.

Recommended meeting frequency: twice a year (one in-person, one online) or as needed.

It is envisaged that in the future, one of the General Meetings within a given academic year will serve as the branch's Annual General Meeting (AGM). Branch AGM is the highest decision-making body of the branch.

Branch Honorary President

Branch Core Team can appointment a branch's Honorary President. This is an honorary function for a member (or a non-member) who made a significant contribution to advancing climate justice.

Branch Advisors/Branch Advisory Board (BAB)

Branch Core Team may appoint their advisor (or advisors) as they see fit. Advisors do not have to be Union members. If 3 or more advisors are appointed, a Branch Advisory Board (BAB) may be formed.

ClimateUni Working Groups

Branch members are encouraged to engage with ClimateUni Working Groups (as defined by article 4.4 of the Union's Constitution).

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