

MU Music Society Constitution

Article 1: Title

- 1.1. The official title of the society shall be 'Maynooth University Music Society'.
- 1.2. The society's alternative name shall be 'MU Music Soc', to be used in the casual sense.

Article 2: Aims

- 2.1. To foster and promote all aspects of music among all members of the college.
- 2.2. To enhance the cultural life of the college by encouraging an active musical scene through the hosting of concerts, performances and other events.
- 2.3. To encourage and support music ensembles based in the college.
- 2.4. To create an environment conducive to the appreciation of music.

Article 3: Membership

3.1. *College Membership*

- 3.1.1 College membership shall be open to all students and staff of Maynooth University, St Patrick's College Maynooth, the Pontifical University Maynooth, the Kilkenny Campus and Froebel College at a fee of €2 as mandated by the Student's Union
- 3.1.2 College members will be entitled to vote at general meetings of the Society.

3.2 *Honorary Membership*

- 3.2.1 Any past president of the Society who completes his/her term and discharges all his/her obligations with regard to the successful running of the Society shall be a lifetime honorary member of the Society.
- 3.2.2 The Society may confer honorary membership on any person who, by agreement of the Executive, has contributed significantly to the Society.

- 3.3 Membership of the society will provide reduced admission to relevant Society functions and events.

Article 4: Recognised Performing Ensembles and affiliated societies:

- 4.1. The MU Music Society recognise the existence of the following ancillary groups:

MU Music Society Jazz and Blues Group
MU Music Society Rock and Metal Group

- 4.2. The Society shall acknowledge the following departmental ensembles and offer support where appropriate and available:

MU Guitar Ensemble
MU Traditional Music Group
MU Choral Society
MU Sinfonia
MU Chamber Choir

Article 5: The Governing Executive Committee

- 5.1. The society shall have a Governing Executive Committee (henceforth referred to as the committee within this document). The committee shall run the society on behalf of its members and in accordance with the aims and objectives.
- 5.2. The Society will hold a General Meeting at the beginning and at the end of each academic year in order to elect Officers to the Executive where necessary.
- 5.3. Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.
- 5.4. A quorum shall be set as half +1 of the committee members.
- 5.5. The Term of Office of the elected officers shall be one academic year, beginning on July 1st for committee members voted in at the end-of-year General Meeting and immediately in all other cases.
- 5.6. A person shall not hold the same office for more than two successive years.
- 5.7. The Committee shall consist of:

President,
Vice-President/Secretary,
Treasurer,
Public Relations Officer,
Events and Equipment Manager,
Vice-President for Jazz and Blues,
Vice-President for Classical,
Vice-President for Rock and Metal,
First Year Representative (x2)

5.8. Sub-Committees:

5.8.1. The Committee may form subcommittees to assist with specific society activities.

5.8.2. Each sub-committee should be chaired by a member of the Executive and must contain at least three members of the Executive Committee.

5.9. In certain circumstances the committee may appoint a Governing Executive Committee Member.

5.9.1. The Committee may vote a new member on when:

- a) One of the membership brings forward a new role to the committee and wishes to be appointed to said role.
- b) A currently non-existent minor role is deemed necessary by the committee and there is not enough time deemed necessary to hold an E.G.M.

5.9.2. The Roles of President, Vice-President/Secretary, Treasurer, Events and Equipment Manager, and P.R.O. are not covered by point 5.9. and must be voted into term by the membership.

- a) Previously non-existent Vice-President or Secretary roles may be voted on under the circumstances of point 5.9.1. (a).

5.9.3. The election shall only be valid under a unanimous decision by the committee, and after a 5 day grace period given to the membership once officially notified to allow for any concern to be raised.

- a) If the decision is challenged by at least 5% of the membership within the grace period, and E.G.M. will be held to allow a vote of the membership to take place instead.

Article 6: Individual Duties of the Committee

6.1. President:

- a) The President shall be elected by the membership at the end-of-year General Meeting to serve for the following academic year.
- b) The function of the President is to co-ordinate the working of the Committee and look after the running of the Society, assisted by the Committee. The President shall also chair meetings of the Committee and general society.
- c) The President shall draw up an Annual Report and present it to the members at the end-of year General Meeting.

6.2. Vice-President/Secretary (V.P./Sec):

- a) The Vice-President/Secretary shall be elected by the membership at the end-of-year General Meeting to serve for the following academic year.
- b) The function of the Vice-President is to assist the President and to deputise for him/her in any unavoidable absence, in this event the Vice-President will also chair the meetings of the Society Committee.
- c) The remit of the Secretary shall be as follows:
 - i) To carry out correspondence on behalf of the Society Committee.
 - ii) To maintain an accurate list of Society Members for the purpose of voting at General Meetings.
 - iii) To organise regular Committee meetings and to notify relevant members of the time and location of such meetings.
 - iv) To organise General Meetings and to notify the Society membership of the time and location of such meetings.
 - v) To ensure that an accurate record is kept of correspondence and minutes and to ensure that these are passed on at the end of each academic year.

6.3. Treasurer:

- a) The Treasurer shall be elected by the membership at the end-of-year General Meeting to serve for the following academic year.
- b) The Treasurer shall:
 - i) Safeguard the financial position of the Society, and keep the accounts in accordance with Capitation Committee regulations.
 - ii) Present a Financial Statement to the Committee at regular intervals and at the end-of-year General Meeting.
 - iii) Be responsible for ensuring that all financial records are passed on to his/her successor at the end of each academic year.
- c) The Society Executive has complete control over all matters related to finance.
- d) In the Event that the Vice-President/Secretary is unable to perform their duties, i.e. filling in for the President, the Treasurer will act as acting secretary.

6.4. Public Relations Officer:

- a) The Public Relations Officer shall be elected by the membership at the end-of-year General Meeting to serve for the following academic year. b)

The Public Relations Officer shall:

- i) Raise awareness of all Society events by co-ordinating publicity campaigns and by the use of visual advertising.
- ii) Co-ordinate any campaigns aimed at increasing membership of the Society.
- iii) Maintain the general profile of the Society. This includes ensuring the proper maintenance and moderation of any websites, forums or notice boards the Society may have, to ensure a safe environment for members.
- iv) Handle weekly e-mail correspondence with members, notifying them of Society business and events.

6.5. Events and Equipment Manager (with responsibility for safety):

- a) The Events and Equipment Manager shall be elected by the membership at the end-of-year General Meeting to serve for the following academic year. b)

The Events Manager shall:

- i) Ensure the smooth running of all society events, assisted by the Executive.
- ii) Liaise with the Maynooth Students' Union on all matters relating to SU events.
- iii) Work with the Public Relations Officer to help promote all Music Society events.
- iv) Ensure, to the best of their abilities, safe running of all society events and promote a safe environment at all times.

6.6. Vice-President for Jazz and Blues (V.P. Jazz and Blues)

- a) The Vice-President for Jazz and Blues shall be elected by the membership at the end-of-year General Meeting to serve for the following academic year. b)

The Vice-President for Jazz and Blues shall:

- i) Ensure the smooth running of the Jazz and Blues Group.
- ii) Coordinate and book all Jazz and Blues events in partnership with the Events Manager.
- iii) Chair all Jazz and Blues Group rehearsals.
- iv) Liaise any issues from Jazz and Blues Group members to the Committee.
- v) Liaise with PROs in relation to Jazz and Blues Events.
- vi) Maintain upkeep of Jazz and Blues Group's social media sites.

6.7. First-Year Representative (First year Rep.)

- a) The First Year Representative shall be elected by the membership at the start-of-year General Meeting to serve for the remainder of the academic year.
- b) He/she shall represent any concerns pertaining to first-year members of the Society as well as assisting with the general operation of the Committee.

6.8. Vice-President for Classical (V.P. Classical)

- a) The Vice-President for Classical shall be elected by the membership at the end-of-year General Meeting to serve for the following academic year. b)

The Vice-President for Classical shall:

- i) Coordinate and book all Classical events in partnership with Events Manager.
- ii) Liaise any issues from Classical ensemble members to the Committee.
- iii) Liaise with PROs in relation to Classical Events.
- iv) Liaise with the MU Music Department in relation to the weekly lunchtime concerts
- v) Maintain upkeep of Classical Group's social media sites.

6.9. Vice-President for Rock and Metal (V.P. Rock and Metal)

- a) The Vice-President for Rock and Metal shall be elected by the membership at the end-of-year General Meeting to serve for the following academic year.
- b) The Vice-President for Rock and Metal shall:
 - i) Ensure the smooth running of the Rock and Metal band.
 - ii) Coordinate and book all Rock and Metal events in partnership with Events Manager.
 - iii) Chair all Rock and Metal band rehearsals.
 - iv) Liaise any issues from Rock and Metal band members to the Committee.
 - v) Liaise with PROs in relation to Rock and Metal Events.
 - vi) Maintain upkeep of Rock and Metal's social media sites.

Article 7: Dismissal and Resignation of Committee Members

7.1. No member of the committee shall be dismissed from office unless

- a) Written notice of a resolution to seek such a dismissal, signed by ten per cent (10%) of the members of the society is received at least four (4) days of the academic calendar prior to a general meeting at which such a resolution shall be debated.
- b) Two-thirds (2/3) of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.

7.2. A resolution to dismiss a committee member shall be passed by a simple majority (over 50% of the executive as a whole) voting at the relevant and quorate meeting.

7.3. A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Secretary, who shall then immediately inform the committee as a whole. If the committee member seeking resignation is the Secretary them self, the letter declaring their intention resign shall be submitted to the President of the society.

7.4. In the case of the resignation of a committee member, an Extra-ordinary General Meeting (EGM) shall be held no later than ten (10) days of the academic calendar following their resignation. At this EGM a by-election will held to re-elect a new person to the position.

7.5. A committee member who declares their intention to resign may opt to continue in their position on the committee until the EGM. If the committee member wishes to resign with immediate effect, the responsibilities of that person may be delegated to other committee member(s) until the by-election can held to re-elect a new person to the position. Once a committee member has officially resigned from their position, they will present the committee with all relevant documentation required to continue with the duties of the position.

Article 8: General Meetings

8.1. An Extraordinary General Meeting may be called at the written request of:

- a) 10% of official Society membership,

- b) Any two members of the executive,
- c) 50% of the council, or
- d) The President.

- 8.2. Notice of a General Meeting together with its full Agenda must be posted on the Society's official notice boards five college days in advance of the meeting.
- 8.3. General Meetings should be chaired by the President or, in his/her absence, by another Executive member.
- 8.4. In the event of a tied vote the President shall have a casting vote.
- 8.5. Motions of no confidence in the Executive or any member thereof may be passed at a general meeting by a simple majority.
- 8.6. The Society Executive and Council are bound by any resolutions passed at General Meetings.

Article 9: Amendments to the Constitution

- 9.1. Any Executive or Council member can propose an amendment to the Society Constitution. Notice of such an amendment should be posted on official Society notice boards in advance of a vote being taken.
- 9.2. An amendment must receive the approval of both the Executive and the Council before coming into effect.
- 9.3. A General Meeting may be called under the terms of Article 9.1 above for the purpose of voting on a proposed amendment.

Constitution ratified by meeting of the Executive and Council on ____ day of _____ 2018
Signed: Ian Fitzpatrick (President) _____
Signed: Jeffrey Moore (Vice-President/Secretary) _____