

Maynooth University
Drama Society Constitution

1. Name of Society:

- 1.1 The official name of the society shall be “Maynooth University Drama Society”. This name shall be used on all official documentation regarding the society.
- 1.2 The society shall also have the alternative names: “The Roscian Players”, “MU Drama”. These names may be used casually to refer to the society.

2. Aims & Objectives:

The aims and objectives of the society shall be as follows:

- 2.1 To provide the structure and means by which members of the society can partake in and pursue the dramatic arts and become more positively involved in them.
- 2.2 To promote the expansion and development of the dramatic arts on campus for the benefit of the members of the society as well as the general student body.
- 2.3 To foster an awareness of the dramatic arts amongst the general student body and to actively encourage their participation therein.
- 2.4 To ensure the members of the society are informed of developments within and relevant to the society.
- 2.5 To protect, promote and represent the interests of the members of the society on both a collective and individual basis.

3. Members:

- 3.1 Full membership of the society shall be open to all current students of the college.
- 3.2 Membership shall be obtained by paying the membership fee and signing the roll of members for the current academic year. Non-student past members of the society are welcome as guests but shall not be granted full membership privileges; therefore, they are not required to pay any membership fees.
- 3.3 All members of the society's Governing Executive Committee for the current academic year shall be deemed members of the society by default and are therefore not required to pay the membership fee.
- 3.4 All participants – be they members or guests – shall be bound by this constitution.

4. Governing Executive Committee:

- 4.1 The society shall have a Governing Executive Committee; henceforth, referred to as “the committee” within this document.
- 4.2 The committee shall run the society on behalf of its members, in accordance with Clause 2: “Aims and Objectives”.
- 4.3 All decisions shall be arrived at by consensus of the committee. A majority vote shall rule where this is not possible.
- 4.4 A quorum shall be two-thirds (2/3) of the committee members.
- 4.5 The committee shall consist of:
 - a. Chairperson (6.1)
 - b. Vice-Chairperson/Secretary (COVID Officer) (6.2)
 - c. Treasurer (6.3)
 - d. Events Officer (COVID Officer) (6.4)
 - e. Health & Safety Officer (COVID Officer) (6.5)
 - f. Two (2) Public Relations Officers (6.6)
 - g. Festival Coordinator (6.7)
 - h. Productions Officer (6.8)
 - i. First Year Representative (6.9)
- 4.6 An elected officer's term of office shall be one academic year.
- 4.7 An elected officer shall not hold the same office for more than two successive years.

5. Election of the Governing Executive Committee:

- 5.1** The committee members shall be democratically elected at the Annual General Meeting (AGM) or at an Extra-ordinary General Meeting (EGM) by full paid members of the society.
- 5.2** To seek election to the committee, each candidate must receive two (2) nominations from current full members of the society in attendance. These nominations are expressed vocally following a request for nominations from either the committee chairperson or acting chair of the meeting.
- 5.3** Membership will be checked at the entrance to the place of the AGM/EGM. Appropriate member and guest/non-member tickets will be dispensed. They will be used during voting for electing new committee members.

6. Duties of the Governing Executive Committee:

6.1 Chairperson:

- a.** The Chairperson shall be elected from members of the society who have been full members for at least one (1) academic year. This shall ensure that the Chairperson is familiar with how the society is run. Should no such member run for this position, this rule may be ignored.
- b.** The Chairperson shall be the chief officer of the society whose functions include calling and chairing all committee meetings and officiating at meetings of the society. Subject to the committee, they are responsible for overseeing the day-to-day running of the society and ensuring that it operates with the greatest possible efficiency.
- c.** The Chairperson shall oversee that every member of the committee is fulfilling all of their duties and will be responsible for informing the committee of any committee member who is not fulfilling their duties.
- d.** As the chair of any meeting, the Chairperson shall have an ordinary vote at committee meetings and meetings of the society. In the event of a tied vote on any matter she / he shall have the casting vote.
- e.** The Chairperson shall be responsible for booking all required venues for activities, events and productions hosted by the society. He/she shall also have

the responsibility of allotting venues to each of these activities, events and productions.

- f. The Chairperson shall be responsible for introducing new committee members to the constitution.
- g. The Chairperson shall ensure that Clause 2 and all other clauses in this constitution are being upheld by the members of the society.
- h. The Chairperson along with the Vice-Chairperson/Secretary (6.2) shall be responsible for handling official documentation regarding the society; such as applying for clubs and societies awards, etc.

6.2 Vice-Chairperson/Secretary (COVID Officer):

- a. The Vice-Chairperson/Secretary shall be elected from members of the society that have been full members for at least one (1) academic year. This shall ensure that the Vice-Chairperson/Secretary is familiar with how the society is run. Should no such member run for this position, this rule may be ignored.
- b. The Vice-Chairperson/Secretary shall assist the Chairperson in all of their duties.
- c. The Vice-Chairperson/Secretary shall assume the duties of the Chairperson (unless otherwise directed by a general meeting of the society) in the event that the Chairperson is absent or is unable to perform their duties.
- d. The Vice-Chairperson/Secretary shall deal with all correspondence and records of the society.
- e. The Vice-Chairperson/Secretary shall keep minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the society when requested by the committee. The Vice-Chairperson/Secretary will need to upload any and all meetings to MU Life (and/or any other storage space necessary should there be a change to MU Life).
- f. The Vice-Chairperson/Secretary shall keep a record of authorisation of expenditure.
- g. The Vice-Chairperson/Secretary shall be responsible for expenditure and rights relating to the purchase of play rights.
- h. The Vice-Chairperson/Secretary will be responsible for organising and sale of society merchandise.
- i. The Vice-Chairperson/Secretary shall give notice to all members of the society's meetings, events and functions.

- j. The Vice-Chairperson/Secretary shall assist the Public Relations Officer in the organisation of funding for events and sponsorship where necessary.
- k. The Vice-Chairperson/Secretary shall also act as the COVID Officer. This includes undergoing any courses pertaining COVID training and carrying out any duties outlined by the university. The COVID Officer shall be in charge of ensuring that the society is running in line with university and government guidelines relating to the COVID pandemic.
- l. The Vice-Chairperson/Secretary along with the Chairperson will be responsible for filling out any forms regarding the society such as applying for clubs and societies awards, etc.

6.3 Treasurer:

- a. The Treasurer's function shall be to administer the funds of the society in a controlled manor to maintain accounts and budgets.
- b. The Treasurer is responsible for the maintenance of accounts, subject to the decisions of the committee in compliance with the regulations set down by the Capitation Committee.
- c. The Treasurer shall keep full records of income and expenditure of the society.
- d. The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts and their uploading to MU Life.
- e. The Treasurer shall sign all cheques and withdrawals forms from the society's bank account will ensure that there is another signatory for all cheques and withdrawals from the society's bank account.
- f. Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the society with consultation of the Capitation Committee.

6.4 Events Officer (COVID Officer):

- a. The Events Officer shall be in charge of organising any events ran by the society. This includes contacting any people involved in running the event as well as organising the advertising of said event in conjunction with the Public Relations Officers.
- b. The Events Officer shall be responsible for contacting other clubs/societies in order to organise any collaboration events with said club(s)/society(ies).
- c. The Events Officer shall be in charge of working with the Treasurer to pay for any events.
 - a. The Events Officer shall be responsible for the coordination of all Full Slot festivals.
 - b. The Events Officer shall be responsible for interacting with the directors and actors involved in any Full Slot.
 - c. Shall be responsible for the creation and supervision of **Full Slot Operations Team:**
 - i. A Full Slot Operations Team will be established and supervised by the Events Officer no less than three (3) weeks prior to any Full Slots hosted by the Drama Society.
 - ii. The Full Slot Operations Team will be chosen from the Ordinary Members of the Drama Society.
 - iii. The Operations Team will be responsible for the planning, coordinating and advertising of all Society Full Slots.
 - iv. Other remits may be included/removed as deemed necessary by a majority vote by the Drama Society Committee.
 - v. The Full Slot Operations Team will consist of remits including, but not be limited to, the following:
 1. Promotions
 2. Light and Sound
 3. Set Construction
 4. Stage Management

6.5 Health & Safety Officer (COVID Officer):

- a. The Health & Safety Officer shall be responsible for the prevention of accidents and the overall health of the crew, cast and audience during events.

- b. The Health & Safety Officer shall be responsible for ensuring that every venue is completely safe and approved by the authority that owns the venue.
- c. The Health & Safety Officer should be informed on how to deal with situations pertaining to dangers of health and safety.
- d. The Health & Safety Officer will ensure that no abusive substance will be consumed at any event ran by MU Drama.
- e. The Health & Safety Officer should be the voice or reason pertaining health and safety. when deciding on activities ran at events.
- f. The Health & Safety Officer shall be responsible for reporting any accidents that happen during any events to the committee along with reporting to any appropriate university body.
- g. The Health & Safety Officer shall also act as the COVID Officer. This includes undergoing any courses pertaining COVID training and carrying out any duties outlined by the university. The COVID Officer shall be in charge of ensuring that the society is running in line with university and government guidelines relating to the COVID pandemic.

6.6 Public Relations Officers:

- a. The two Public Relations Officers shall be responsible for the advertising of all functions of the society through all means possible.
- b. The two Public Relations Officers shall deal with external correspondence via social media and maintain records of the contribution outside bodies have had for the society and to give notice to all members of these contributions.
- c. The Public Relations Officers shall be responsible for the creation of all advertising content for the society.

6.7 Festival Coordinator:

- a. Shall be responsible for representing the society at ISDA(Irish Student Drama Association) and shall report back to the committee on the actions of said association.
- b. He/she shall be responsible for the coordination of all Drama Society Festivals including, but not limited to, Debutante's Festival and The Black Box Festival.
- c. The Festival Co-ordinator shall be responsible for interacting with the directors and actors involved in any festival.

- d. Shall be responsible for the creation and supervision of **Festival Operations Team**:
- vi. A Festival Operations Team will be established and supervised by the Festival Co-ordinator no less than three (3) weeks prior to any festivals hosted by the Drama Society.
 - vii. The Festival Operations Team will be chosen from the Ordinary Members of the Drama Society.
 - viii. The Operations Team will be responsible for the planning, coordinating and advertising of all Society festivals.
 - ix. Other remits may be included/removed as deemed necessary by a majority vote by the Drama Society Committee.
 - x. The Festival Operations Team will consist of remits including, but not be limited to, the following:
 - 5. Promotions
 - 6. Light and Sound
 - 7. Set Construction
 - 8. Stage Management

6.8 Productions Officer:

- a. The Productions Officer shall be responsible for the maintenance and inventory of all props, costumes, make-up and all other stage related paraphernalia. The Productions Officer shall complete a full inventory of all society theatrical property at the beginning of the academic year and at the end of the year.
- b. It is the duty of the Productions Officer to update their list of society property after every production/festival has ceased, in conjunction with the receipts received by the Treasurer. This list will be made available to any ordinary member of the society upon request or an outside agency pending approval from the Executive. The Productions Officer will also assist any MU Drama production team in locating props, costumes etc. in possession of the society. Should a production team require assistance in sourcing any of the stage materials outlined above which are not currently in the possession of MU Drama, it will be the duty of the Productions Officer to aid them to the best of his/her abilities.
- c. The Productions Officer shall be responsible for the fixed and current assets of the society in compliance with the regulations set down by the Capitation

Committee. They shall also be responsible for the fixed and current assets of the society which pertain to audio or lighting configuration.

- d. The Productions Officer shall maintain a record of all fixed and current assets belonging to the society and will report an inventory list to the committee at the start and end of the academic year. He/she shall report an inventory list of all fixed and current assets of the society which pertain to audio or lighting configuration to the committee at the start and end of the academic year.
- e. The Productions Officer shall be responsible for managing the accommodation of all theatrical productions held by the society with appropriate staging conditions and visual backdrop.

6.9 First Year Representative:

- a. The First Year Representative shall be a first year student within the college where this is their first year in the society.
- b. The First Year Representative shall liaise with the committee on matters concerning the first year students of the society in regards the society.
- c. The First Year Representative shall casually assist each member of the committee with their duties in order to learn the nature of their positions.
- d. The First Year Representative shall be in charge of managing the charity funds accumulated from any (charity) events. The First Year Representative shall liaise with the Treasurer on any charity funds gained.
- e. The First Year Representative shall keep record of any and all activities of the society ran during the academic year for the purposes of the end of the year report as outlined in Clause 8.1.d.

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. Two-thirds (2/3) of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member
 - a. The proposition of the dismissal should be brought up by a member of the committee to the Chairperson in a formal written form

- b. A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.
- 7.2 A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Vice Chairperson / Secretary, who shall then immediately inform the committee as a whole. If the committee member seeking resignation is the Vice Chairperson / Secretary themselves, the letter declaring their intention resign shall be submitted to the Chairperson of the society.
 - a. 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.
 - b. 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.

8. Meetings:

- 8.1 There shall be an Annual General Meeting (AGM) held each year.
 - a. The AGM shall be held no later than in the final month of the Academic year where the main committee members will be elected (where possible).
 - b. Elections for the offices of the Governing Executive Committee shall take place at this meeting.
 - c. A quorum of the meeting shall be three (3) Governing Executive Committee members and ten percent (10%) of the ordinary membership.
 - d. The business of the AGM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the society).
- 8.2 An Extra-ordinary General Meeting (EGM) shall be convened if:
 - a. Ten percent (10%) of the ordinary membership of the society request such a meeting in writing.

- b. If three (3) members of the Governing Executive Committee requests such a meeting in writing.
- c. A vacancy on the current committee occurs and there is a need to elect a replacement.

- 8.3 A copy of the constitution must be present at all AGM/EGM(s).
- 8.4 When electing a new member of the committee, an appropriate segment of the constitution of the committee role must be presented to the ordinary members of the society in order to present the full duties of said role.
- 8.5 Notice of all meetings shall be given to the membership at least five (5) days of the academic calendar prior to the date of the meeting. Failure to do so excuses committee members from not being able to attend the meeting for any reason.
- 8.6 At a meeting, a member may propose a resolution relating to the business of the society. The resolution shall be voted on by a show of hands and a declaration of the Chairperson that the resolution is carried (unless a secret ballot is demanded by any five [5] members) shall be conclusive evidence that the resolution has passed or failed.
- 8.7 In the event that the Chairperson's resolution is challenged, a recount of the votes will be administered in which a number of appropriate people will be appointed by the committee as "tellers" to count the votes. The result will be announced by the Chairperson or the Vice-Chairperson/Secretary (where requested by the general meeting).
- 8.8 No resolution may contravene Maynooth University policy or Capitation Committee policy.

9. General:

- 9.1 There shall be an Honorary Chairperson of the society who shall be a staff member in compliance with the regulations set down by the Capitation Committee.
- 9.2 The membership fee for the society shall be in compliance with the conditions set down by the Capitation Committee.
- 9.3 The membership fee for the society shall be in compliance with the conditions set down by the Capitation Committee.
- 9.4 Each member of the society shall be entitled to receive a copy of this constitution, on demand, free of charge.

- 9.5** In the event of a clash with the Capitation Committee rule and regulations, the Capitation Committee rules and regulations shall take precedence above this constitution and is subject to Capitation Committee policy at all times.
- 9.6** In joining the society, members agree to be bound by the rules and regulations of the society as laid down in this constitution and by the Governing Executive Committee. Members violating these rules and regulations shall be answerable to the committee and may have their membership revoked and no monies refunded, for persistent breaches or extremely serious breaches, as deemed by a majority of the committee. In the event that the committee cannot resolve a dispute with a member(s), the Capitation Committee shall rule on the matter and its decision shall be final.

10. Amendments to this Constitution:

- 10.1** Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least four (4) days of the academic calendar prior to the meeting at which such a proposal shall be considered
- 10.2** A proposal to amend this Constitution must receive the approval a quorum (Clause 4.4) of the members present and entitled to vote at the relevant meeting.