



# **MAYNOOTH UNIVERSITY CLUB / SOCIETY CONSTITUTION**



# Maynooth University

Drama

**Society**

**Constitution**

Date Passed: \_\_\_\_\_05\_\_\_ / \_\_\_\_\_05\_\_\_\_\_ / \_\_\_\_\_2022\_\_\_\_\_

**1. Name of Club/Society:**

1. The name of the Club/Society shall be the “MAYNOOTH UNIVERSITY Drama Society”, hereafter referred as “the Society”.

**2. Aims and Objectives:**

The aims and objectives of the Club/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. Membership:**

- 3.1** Full membership of the Society shall be open to all registered students of the National University of Ireland, Maynooth (MAYNOOTH UNIVERSITY); St.Patrick's College, Maynooth (SPCM); the Pontifical University and National Seminary of Ireland upon payment of a subscription fee as set by the Governing Executive Committee of the Society and in accordance with the guidelines set out by the Clubs and Societies Committee. As indicated - [Committee Resources - MU Life Clubs & Societies](#)
- 3.2** Full members of the Club/Society shall be:
- i) Entitled to attend and speak at all general meetings of the Club/Society
  - ii) Eligible for election to the Club/Society's Governing Executive Committee
- 3.3** The Society recognises the importance that staff and graduates of MAYNOOTH UNIVERSITY and SPCM can play in the development and long term success of a Club/Society. It shall therefore endeavour to maintain contact with such former members who wish to retain their connection with the Society.
- 3.4** To this end the Governing Executive Committee of the Society shall be empowered to create a class of "Associate Member" of the Society.
- 3.5** Associate Membership shall be open to all staff and alumni of MAYNOOTH UNIVERSITY and SPCM upon payment of a subscription fee as set by the Governing Executive Committee of the Society in consultation with the MU Clubs and Societies Committee. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.

- 3.6** Associate Members shall be entitled to attend and speak at all general meetings of the Society. Eligibility of Alumni to compete on behalf of Maynooth University/SPCM will be determined by the relevant National Governing Body.
- 3.7** Associate Members shall not have voting rights and are ineligible for election to the Society's Governing Executive Committee.
- 3.8** All other rights of Associate Members shall be determined by Maynooth University Clubs and Societies Committee.
- 3.9** The rights of an Associate Member shall not exceed those of an ordinary member of the Society.
- 3.10** All members shall be bound by this constitution and guidance documents (resources on MU Life) and decisions of MU C&S Committee

#### **4. Governing Executive Committee**

- 4.1** The Society shall have a Governing Executive Committee (hereafter referred to as the "the committee") which shall be elected annually by the membership.
- 4.2** The committee shall run and direct the ongoing activities of the Society on behalf of its members and in accordance with the aims and objectives.
- 4.3** Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.
- 4.4** A quorum for committee meetings shall be two thirds of committee members.
- 4.5** The Committee shall consist of :
- i) Chairperson
  - ii) Vice Chairperson
  - iii) Treasurer
  - iv) Events Officer
  - v) Health & Safety Officer

- vi) Two (2) Public Relations Officer
- vii) Festivals Coordinator
- viii) Productions Officer
- ix) First Year Representative
- x) A number of other Members, e.g. Assistant Secretary, Assistant Treasurer, Equipment Officer, Ordinary Committee Members, etc.

4.6 Assistant positions shall be filled by co-option by the committee as the need arises.

4.7 Sub-committees may be co-opted where the need arises and at the discretion of the committee.

4.8 The Term of Office of these elected officers shall be one year running from 1<sup>st</sup> July until the 30<sup>th</sup> June of the following year.

4.9 A person shall not hold the same office for more than 2 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) of the Society.

5.2 Society AGM's and committee elections, where possible, should be held before the end of semester 2 of a given academic year in accordance with Clubs and Societies Committee rules.

5.3 To seek election to the committee, each candidate must have 2 nominations by current members of the Society.

## 6. **Duties of Governing Executive Committee**

### **Chairperson**

6.1.1 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.

- 6.1.2** The Chairperson shall be the chief officer of the Society whose functions include chairing all meetings of the committee and officiating at meetings of the Society.
- 6.1.3** The Chair of any meeting 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.
- 6.1.4** 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.
- 6.1.5** 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.
- 6.1.6** The Chairperson shall be responsible for introducing new committee members to the constitution.
- 6.1.7** 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.

#### **Vice-Chairperson/ Secretary**

- 6.2.1** 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.
- 6.2.2** The Vice Chairperson shall assist the Chairperson in all their duties.
- 6.2.3** The Vice Chairperson 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.
- 6.2.4** The Vice-Chairperson/Secretary shall deal with all correspondence and records of the society.
- 6.2.5** 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).
- 6.2.6** The Vice-Chairperson/Secretary shall keep a record of authorisation of expenditure.
- 6.2.7** The Vice-Chairperson/Secretary shall be responsible for expenditure and rights relating to the purchase of play rights.
- 6.2.8** The Vice-Chairperson/Secretary will be responsible for organising and sale of society merchandise.
- 6.2.9** The Vice-Chairperson/Secretary shall give notice to all members of the society's meetings, events and functions.
- 6.2.10** The Vice-Chairperson/Secretary shall assist the Public Relations Officer in the organisation of funding for events and sponsorship where necessary.

- 6.2.11** 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.
- 6.2.12** 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.

#### **Treasurer**

- 6.4.1** The Treasurer's function shall be to administer the funds of the Club/Society and to maintain accounts and budgets.
- 6.4.2** The Treasurer shall be responsible for the maintenance of accounts subject to the decisions of the committee in compliance with the regulations set down by the Clubs and Societies Committee.
- 6.4.3** The Treasurer shall keep full records of income and expenditure of the Club/Society. The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.
- 6.4.4** The Treasurer shall sign all cheques and withdrawals forms from the Club/Society's bank account.
- 6.4.5** Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the Club/Society on consultation with the Capitation Committee

#### **Events Officer**

- 6.5.1** 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.
- 6.5.2** The Events Officer shall be responsible for contacting other clubs/societies in order to organise any collaboration events with said club(s)/society(ies).
- 6.5.3** The Events Officer shall be in charge of working with the Treasurer to pay for any events.
- 6.5.4** The Events Officer shall be responsible for the coordination of all Full Slot productions.
- 6.5.5** The Events Officer shall be responsible for interacting with the directors and actors involved in any Full Slot.
- 6.5.6** 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

**Health & Safety Officer**

- 6.6.1** The Health & Safety Officer shall be responsible for the prevention of accidents and the overall health of the crew, cast and audience during events.
- 6.6.2** The Health & Safety Officer shall be responsible for ensuring that every venue is completely safe and approved by the authority that owns the venue.
- 6.6.3** The Health & Safety Officer should be informed on how to deal with situations pertaining to dangers of health and safety.
- 6.6.4** The Health & Safety Officer will ensure that no abusive substance will be consumed at any event ran by MU Drama.
- 6.6.5** The Health & Safety Officer should be the voice or reason pertaining health and safety. when deciding on activities ran at events.
- 6.6.6** 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.
- 6.6.7** 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.

**Public Relations Officers (X2):**

- 6.7.1** The two Public Relations Officers shall be responsible for the advertising of all functions of the society through all means possible.
- 6.7.2** 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.
- 6.7.3** The Public Relations Officers shall be responsible for the creation of all advertising content for the society.

**Festival Coordinator:**

- 6.8.1** 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.
- 6.8.2** They shall be responsible for the coordination of all Drama Society Festivals including, but not limited to, Debutante's Festival and The Black Box Festival.
- 6.8.3** The Festival Co-ordinator shall be responsible for interacting with the directors and actors involved in any festival.
- 6.8.4** Shall be responsible for the creation and supervision of Festival Operations Team (Details and duties identical to those in section 6.5.6).

### **Productions Officer**

- 6.9.1** 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.
- 6.9.2** 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.
- 6.9.3** 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 10 Committee. They shall also be responsible for the fixed and current assets of the society which pertain to audio or lighting configuration.
- 6.9.4** 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.
- 6.9.5** 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.

### **First Year Representative:**

- 6.10.1** The First Year Representative shall be a first year student within the college where this is their first year in the society.
- 6.10.2** The First Year Representative shall liaise with the committee on matters concerning the first year students of the society in regards the society.
- 6.10.3** The First Year Representative shall casually assist each member of the committee with their duties in order to learn the nature of their positions.
- 6.10.4** 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.

## **7. Dismissal and Resignation of Committee Members**

- 7.1** No member of the committee shall be dismissed from office unless:
- i) Written notice of a resolution to seek such a dismissal, signed by 10% of the members of the Club/Society is received 4 working days prior to a general meeting at which such a resolution shall be debated.
  - ii) Two thirds 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 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 will immediately inform the committee as a whole. The responsibilities of that person shall be delegated to other committee members(s) until a by-election can be held to re-elect a new person to the position.

## **8. Meetings**

- 8.1** There shall be an Annual General Meeting (AGM) held each year.
- 8.2** 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).
- 8.3** Elections for the offices of the Governing Executive Committee shall take place at this meeting.
- 8.4** A quorum of the meeting shall be 3 Governing Executive Committee members and 10% of the ordinary membership
- 8.5** The business of the AGM shall include elections of relevant Executive Governing Committee as well as any annual reports or handover documents from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the Club/Society).
- 8.6** An Extra-ordinary General Meeting (EGM) shall be convened if:
- i) 10% of the ordinary membership of the Club/Society request such a meeting in writing.
  - ii) A quorum of the Governing Executive Committee requests such a meeting in writing.

- iii) A vacancy on the current committee occurs and there is a need to elect a replacement.
- 8.7** Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).
- 8.8** Notice of all meetings shall be given to the membership at least 5 working days prior to the date of the meeting.
- 8.9** 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 President that the resolution is carried (unless a secret ballot is demanded by any 5 members) shall be conclusive evidence that the resolution has passed or failed.
- 8.10** In the event that the President's resolution (8.9) 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 President or the Vice-President (where requested by the general meeting).
- 8.11** No resolution may contravene Maynooth University policy or Clubs and Societies Committee policy.

## **9. General**

- 9.1** There shall be a Honorary President of the Society who shall be a staff member in compliance with the regulations set down by the Clubs and Societies Committee. The Honorary President's term of office shall be for one academic year. Honorary Presidents shall be entitled to attend and speak at all general meetings of the Club/Society. Honorary President shall not have voting rights and are ineligible for election to the Club/Society's Governing Executive Committee. The rights of an Honorary President shall not exceed those of an ordinary member of the Club/Society.
- 9.2** The membership fee for the Club/Society shall be in compliance with the conditions set down by the Clubs and Societies Committee
- 9.3** Each member of the Society shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 9.4** In the event of a clash with the Clubs and Societies Committee rule and regulations, the Clubs and Societies Committee rules and regulations shall take precedence above this constitution and is subject to Clubs and Societies Committee Policy at all times.
- 9.5** 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 Clubs and Societies Committee shall rule on the matter and its decision shall be final.

## **10. Amendments to this Constitution**

- 10.1** All amendments to this constitution need to be approved by the Clubs and Societies Committee in advance of notifying members. Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 4 working days prior to the meeting at which such a proposal shall be considered
- 10.2** A proposal to amend this Constitution must receive the approval of 2/3s of the members present and entitled to vote at the relevant meeting.