



**Maynooth
University**

National University
of Ireland Maynooth

MAYNOOTH
UNIVERSITY
Musical
Society
CONSTITUTION



Maynooth University

Musical Society

Club/Society

Constitution

Date Passed: 05/10/2023

1. Name of Club/Society:

1. The name of the Club/Society shall be the "MAYNOOTH UNIVERSITY MUSICAL SOCIETY". The society shall also be referred to as "MUMS", hereafter referred to as "the Society".

2. Aims and 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 musically determined theatrical arts and become more positively involved in them, in a safe and friendly atmosphere.

2.2 To promote the expansion and development of the theatrical 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 musically theatrical 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 Society shall be:

- i) Entitled to attend and speak at all general meetings of the Club/Society
- ii) Eligible for election to the 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 MULife) 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) Co-Chairperson (Week to Week)
 - ii) Co-Chairperson (Productions)
 - iii) Vice Treasurer/Inters Rep
 - iv) Secretary
 - v) Treasurer
 - vi) Public Relations Officer (Social Media)
 - vii) Public Relations Officer (Design)
 - viii) Tech and Construction Officer (x2)
 - ix) Events Officer
 - x) Productions Liaison
 - xi) First Year Representative
 - xii) Ordinary Committee Member.

- 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 1st July until the 30th 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

- 6.1.1 Both Co-Chairpersons shall be the chief officers of the Society whose functions include chairing all meetings of the committee and officiating at meetings of the Society. They should work collaboratively and assist each other when necessary.
- 6.1.2 Both Co-Chairpersons shall have an ordinary vote at committee meetings and meetings of the Society. In the event of a tied vote at any meeting, either the week-to-week Chairperson or the Productions Chairperson will have the casting vote, depending on subject of the decision.
- 6.1.3 The Productions Chairperson is the official in charge of and any productions that the society engages in. This includes, but is not limited to, the Annual Mini Musical Festival, the Intervarsity Competitions, the Full-Scale Musical, and any other showcase or rehearsed performance by the society.
- 6.1.4 The Productions Chairperson should oversee the entire pre-rehearsal, rehearsal, production, and postproduction process for each performance.
- 6.1.5 The Productions chairperson has the casting vote on any decisions that directly affect any productions within the society.
- 6.1.6 The week-to-week chairperson is the official in charge of overseeing all other functions, events, and activities that the society engages in. This includes, but is not limited to, weekly activities and events, engagement, and outreach with Maynooth University and beyond, day to day errands and tasks, development/ growth of the MUMS brand and ethos.

- 6.1.7** The week-to week chairperson has the casting vote on any decisions that do not directly affect the productions within the society.
- 6.2.1** The Vice Treasurer/Inters Rep shall assume the duties of a Chairperson, in the event that either Chairperson is absent or is unable to perform their duties. The Vice Treasurer shall assist the Treasurer in all their duties (unless otherwise directed by a general meeting of the Society)
- 6.2.2** The Vice Treasure/Inters Rep shall lease and engage with other university musical societies regarding the running and organisation of the Musical Theatre Intervarsity Competitions. The Vice Treasurer/Inters Rep will automatically become a member of the Musical Theatre Intervarsity Executive Committee.
- 6.2.3** The Vice Treasurer/ Inters Rep is responsible for our members trip and/or participation in the Intervarsity competitions and is automatically deemed as producer of the society's entry into the competition.
- 6.3.1** The Secretary's function shall be to deal with all correspondence and records of the Society.
- 6.3.2** The 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.
- 6.3.3** The Secretary may keep a record of authorisation of expenditure.
- 6.3.4** The Secretary shall give notice to all members of the Society's meetings, events, and functions via MULIFE and Email.
- 6.3.5** The Secretary shall assist the Public Relations Officer to organise fund raising events and sponsorship where necessary.
- 6.4.1** The Treasurer's function shall be to administer the funds of the 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 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 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 Society on consultation with the Capitation Committee.
- 6.5.1** The two Public Relations Officers (along with the Secretary) shall be responsible for the advertising of all functions of the Society through all means possible.
- 6.5.2** The two Public Relations Officers (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have had for the Society and to give notice to members of these contributions when necessary.
- 6.5.3** The Public Relation Officer (Design) shall be responsible for the creation of all artwork and design elements for posters, programmes, social media visuals and photography. They shall be responsible for all visual branding and branded materials.
- 6.5.4** The Public Relation Officer (social media) shall be responsible for administering all social media pages for the society including the society page on MULIFE, boosting engagement, and growing the society brand and presence across various social media platforms including but not limited to MULIFE. They shall be responsible for all publicly produced written material including but not limited to posters, programmes and press releases.
- 6.6.1** The Technical and Construction Officers shall be responsible for managing the accommodation of all theatrical productions held by the society. This includes but is not limited to health and safety risk assessments for each event and engaging with university bodies for smooth accommodation of theatrical productions.
- 6.6.2** The Technical and Construction officers shall manage and ensure each event has appropriate set design, audio, and lighting equipment. The Technical and Construction officers will ensure that the equipment is adequately and safely managed, with the use of stage managers and professional technicians where necessary.
- 6.6.3** The Technical and Construction Officers shall be responsible for the fixed and current assets of the society in compliance with the regulations set down by the Capitation Committee. Specifically, the Technical and Construction Officers shall be responsible for the fixed and current assets of the society, which pertain to audio and lighting configuration, set design and construction.
- 6.6.4** The Technical and Construction 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. Specifically, the Technical and Construction Officer shall report an inventory list of all fixed and current assets of the society which pertain to audio, lighting, set design and construction to the committee at the start and end of the academic year.

- 6.7.1** The Events Officer shall be responsible for the booking/reserving of all spaces required by the society. This includes all events on and off campus, committee meetings, auditions, weekly events, productions, rehearsals, and trips away, both domestic and abroad. To this end, the events officer shall ensure that all spaces are to an appropriate standard before, after and during use.
- 6.7.2** The Events officer shall be responsible for uploading and registering all events on MULIFE in collaboration with the Public Relation Officers.
- 6.7.3** The Events Officer should have an active role in assisting the smooth running of all events that the society runs or takes part in, this role includes but it not limited to the production of event management plans.
- 6.7.4** The events officer shall actively promote the development of new types and formats of events, while also engaging with other societies to hold collaborative events.
- 6.8.1** The Productions Liaison shall be responsible for the maintenance and inventory of all props, costumes, make-up, and all other stage related paraphernalia not covered under the positions of Technical and Construction Officer.
- 6.8.2** The Productions Liaison shall complete a full inventory of all society theatrical property at the beginning of the academic year and at the end of the year.
- 6.8.3** It is the duty of the Productions Liaison to update their list of society property after every production/festival has ceased, in conjunction with the receipts received by the Treasurer.
- 6.8.4** The Productions Officer will also assist any production team in locating props, costumes etc. in possession of the society.
- 6.8.5** Should a production team require assistance in sourcing any of the stage materials outlined above which are not currently in the possession of the Society, it will be the duty of the Productions Officer to aid them to the best of his/her abilities.
- 6.9.1** The First Year Representative shall be a first-year student of the University.
- 6.9.2** The First Year Representative shall liaise with the committee on matters concerning the first-year students of the society in regards the society.
- 6.9.3** The First Year Representative shall casually assist each member of the committee with their duties in order to learn the nature of their positions.

6.10.1 The Ordinary Committee Member shall assist each member of the committee with various projects of the Society where necessary.

6.10.2 The Ordinary Committee Member may be required to assume the duties of another committee member when that committee member is unable to perform their duties.

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 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 Society).

8.6 An Extra-ordinary General Meeting (EGM) shall be convened if:

- i) 10% of the ordinary membership of the 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 an 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 Society. Honorary President shall not have voting rights and are ineligible for election to the Society's Governing Executive Committee. The rights of an Honorary President shall not exceed those of an ordinary member of the Society.
- 9.2** The membership fee for the 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.