

Maynooth University

Creative Writing Society Constitution

1. Name of Society:

- 1.1 The name of the society shall be the Creative Writing Society.

2. Aims and Objectives:

- 2.1 The objective of the Creative Writing Society shall be to foster the creation of fictional writing amongst students attending Maynooth University, and to promote appreciation and active participation within events pertaining to creative writing, literature, and guest writers on campus.
- 2.2 The aims of the society shall be as follows:
 - 2.2.1 To assist members in improving their craft
 - 2.2.2 To run workshops in order to help members with the basics in creative writing
 - 2.2.3 To create a relaxed, non-pressured atmosphere for members to write and share their writing
 - 2.2.4 To have a showcase each year, to which members may contribute to.

3. Members:

- 3.1 Membership of the society shall be open to all students, staff and graduates of the college.
- 3.2 Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.
- 3.3 The Society recognises the importance that graduates, and former students of Maynooth University, can play in the development of a society. It shall therefore endeavour to maintain contact with such former members as wish to retain their connection with the society.
- 3.4 All members shall be bound by this constitution.

4. Governing Executive Committee

- 4.1 The Society shall have a Governing Executive Committee (The Committee).
- 4.2 The Committee shall run the society on behalf of its members and in accordance with the aims and objectives listed in the constitution.
- 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 shall be 2/3s of committee members.
- 4.5 The Committee shall consist of:
 - i) President
 - ii) Vice-President/Secretary (VP-Sec)
 - iii) Treasurer
 - iv) Public Relations Officer (PRO)
 - v) First Year Representative
 - vi) Webmaster
- 4.6 The Term of Office of these elected officers shall be one academic year.
- 4.7 A person shall not hold the same office for more than 2 successive years.
- 4.8 The Committee shall have 6 voting members, them being all sitting members of The Committee.

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). 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 The Role of the President.

6.1.1 The President shall be the chief officer of the society whose functions include chairing all meetings of the committee and officiating at meetings of the society.

6.1.2 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 (s)he shall have the casting vote.

6.1.3 The Chair is solely responsible for the creation of the agenda. Any matters that committee members wish to add to the agenda shall be submitted via email 24 hours prior to the meeting.

6.1.4 The President is member of the society for life.

6.2 The Role of the Vice President/Secretary.

6.2.1 The Vice President/Secretary shall assist the President in all their duties.

6.2.2 The Vice President/Secretary shall assume the duties of the President (unless otherwise directed by a general meeting of the society) in the event that the President is absent or is unable to perform their duties.

6.2.3 The Vice President/Secretary shall deal with all formal external correspondence.

6.2.4 The Vice President/Secretary shall keep minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings related to the business of the society when requested by the committee.

6.2.5 The Vice President/Secretary shall give notice to all members of the society's meetings, events and functions.

6.2.6 The Vice-President/Secretary, along with the Treasurer and Public Relations Officer is responsible for the organisation of fundraising events and sponsorship where necessary.

6.2.7 The Vice President/Secretary is required to publish all minutes of all meetings held by the executive committee within one week of the meeting being held to MULife.

6.3 The role of the Treasurer.

6.3.1 The Treasurer's function shall be to administer the funds of the society including any convention held by the society and to maintain accounts and budgets.

6.3.2 The treasurer shall be responsible for the maintenance of accounts subject to the decisions of the committee in compliance with the regulation set down by the Capitation Committee.

6.3.3 The Treasurer shall keep full records of income and expenditure of the society. The Treasurer shall keep a record of who authorised various expenditures and shall issue receipts.

6.3.4 The Treasurer shall maintain records of contributions of outside bodies.

6.3.5 The Treasurer shall sign all cheques and withdrawals forms from the Society's bank account bar cheques or payments being made to the Treasurer themselves, in which case the cheque will be signed by another of the societies' signatories.

6.3.6 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.

6.3.7 The Treasurer, along with the Public Relations Officer and Vice-President/Secretary is responsible for the organisation of fundraising events and sponsorship where necessary.

6.3.8 In the absence of the Vice-President/Secretary, the Treasurer shall keep minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings related to the business of the society when requested by the committee.

6.3.9 In the absence of the Vice-President/Secretary, the Treasurer is required to publish all minutes of all meetings held by the executive committee within one week of the meeting being held to the e-mail of the Maynooth Inklings Society.

6.4 The role of the Public Relations Officer.

6.4.1 The Public Relations Officer shall be responsible for the advertising of all functions of the society through physical means deemed appropriate, including but not limited to: Posters, Banners and Fliers.

6.4.2 The Public Relations Officer is responsible for the creation of all graphics used by the society.

6.4.3 The Public Relations Officer, along with the Treasurer and Vice-President/Secretary is responsible for the organisation of fundraising events and sponsorship where necessary.

6.5 The role of the First Year Rep.

6.5.1 The First Year Rep shall ensure the voice of the first years is heard on the committee.

6.5.2 The First Year Rep shall assume the responsibilities of the other governing members of the committee as requested.

6.6 The role of the Webmaster.

6.6.1 The Webmaster shall assist the Vice President/Secretary with all formal external correspondence.

6.6.2 The Webmaster is responsible for the updating and maintenance of all forms of social media used by the society, including but not limited to: Facebook, Twitter and Tumblr.

6.6.3 The Webmaster shall be responsible for the advertising of all functions of the society through digital means.

6.7 Each committee member will have the power to appoint a deputy to aid them in the carrying out of the functions of their position.

6.8 All committee members are responsible for helping organise events such as but not limited to: weekly meet ups, charity events and collaborations with other societies.

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 active members of the society is received 4 working days prior to a general meeting at which such a resolution shall be debated.

ii) 2/3s of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.

iii) A resolution to dismiss a committee member shall be passed by a simple majority voting at the relevant and quorate meeting.

iv) The proposer(s) of the resolution to dismiss a committee member may maintain the right to anonymity if they so wish and may as such elect an impartial representative to plead their case at the meeting discussing the dismissal.

7.2 A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Secretary, who will immediately inform all the committee. 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** Quorum of the AGM and EGM shall be 3 Governing Executive Committee members and 10% of the active ordinary members.
- 8.5** 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).
- 8.6** An Extra-ordinary General Meeting (EGM) shall be convened if:
- i) 10% of the active 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 3 working days prior to the date of the meeting. This meeting must also take place upon a different calendar week to which the notice was given.
- 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 member(s)) 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/Secretary (where requested by the general meeting).
- 8.11** No resolution may contravene Maynooth University policy or Capitation 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 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** 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 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.
- 9.5** 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 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 3 working days prior to the meeting at which such a proposal shall be considered. Aforementioned proposal to seek an amendment to this Constitution must also take place upon a different calendar week to which the notice of proposal was given.
- 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.