

# Maynooth University

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## Society Constitution

### 1. Name of Society:

1. The name of the Society shall be the MU Omega Society.

### 2. Aims and Objectives:

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

- 2.4 The aim of this society is to bring members of the college, both old and new, together to enjoy the mediums of Science Fiction, Fantasy and Anime.

2.4.1 Anime is understood to be any form of animation including but not limited to Japanese animation.

- 2.5 To maintain a collection of books and other materials of the above mentioned genres inside our library, with Manga and Light Novels taking the place of Anime

### 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 joining the list of members on MSUlife.ie for the current academic year.
- 3.3 The Society recognizes 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.
  - 3.3.1 To this end, Associate Membership shall be open to former members of the society who are no longer students of Maynooth University.
  - 3.3.2 Associate Members shall be ineligible for election to the society's governing committee.
- 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 50% + 1 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) Events Director
- vii) Head Librarian
- viii) Convention Director
- ix) Assistant Convention Director

**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 9 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 Extraordinary General Meeting (EGM). To seek election to the committee, each candidate must have 1 nomination by current members of the society.

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

**6.1** The Role of the President.

- 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.
- 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.
- 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.
- The President is member of the society for life.

**6.2** The Role of the Vice President/Secretary.

- The Vice President/Secretary shall assist the President in all their duties.
- 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.
- The Vice President/Secretary shall deal with all formal external correspondence
- 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.
- The Vice President/Secretary shall give notice to all members of the society's meetings, events and functions.
- The Vice-President/Secretary, along with the Treasurer and Public Relations Officer is responsible for the organisation of fundraising events and sponsorship where necessary.
- 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 the e-mail of the Society.

### **6.3** The role of the Treasurer.

- 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.
- 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.
- 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.
- The Treasurer shall maintain records of contributions of outside bodies.
- The Treasurer shall sign all cheques and withdrawal 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.
- 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.
- The Treasurer, along with the Public Relations Officer and Vice-President/Secretary is responsible for the organization of fundraising events and sponsorship where necessary.
- 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.
- 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 Society.

**6.4** The role of the Librarians.

- The Librarians must ensure the Library events are run and supervised at the designated times.
- The Librarians are responsible for the maintenance of the stock of the library.
- The Librarians must represent the interests of the Library in the Governing Executive Committee, and ensure that the Library is provided for adequately by the resources held by the Committee
- The Librarians must lobby the Student's Union for permanent adequate storage space for the stock of the Library

**6.4.1** The Head Librarian

**6.4.1.1** The Head Librarian shall maintain a record of all fixed and current assets belonging to the society and will keep current record of all loanable assets on the Society's Google Docs.

**6.4.1.2** The Head Librarian holds majority responsibility for the creation of weekly library events, providing the public access to the stock of the library

**6.4.2** The Assistant Librarian

**6.4.2.1** The Assistant Librarian is responsible for assisting the Head Librarian in all their duties and completing any of the Head Librarian's tasks and responsibilities, provided the Head Librarian is notified.

**6.5** The role of the Public Relations Officer.

- The Public Relations Officer shall be responsible for the advertising of all functions of the society through all means deemed appropriate, including but not limited to: Posters, Banners and Fliers, and Digital means.
- The Public Relations Officer 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.
- The Public Relations Officer is responsible for the creation of all graphics used by the society.
- The Public Relations Officer, along with the Treasurer and Vice-President/Secretary is responsible for the organisation of fundraising events and sponsorship where necessary.

**6.6** The role of the First Year Representative

- The First Year Representative shall ensure the voice of the first years is heard on the committee.
- The First Year Representative shall assume the responsibilities of the other governing members of the committee as requested.
- The First Year Representative shall be responsible for the advertisement of

the society's functions to first years.

**6.7** The Role of the Events Director.

- The Events Director shall be responsible for the organization and running of all Society events
- The Events Director shall be responsible for designating Committee members to supervise all Society events, at least 4 working days prior to the event
- The Events Director shall cooperate with the Head Librarian to organize all Library events
- The Events Director shall cooperate with the Vice President/Secretary and Treasurer to organize and fund all Society events
- The Events Director shall ensure the safety and security of all society members at society events, and that all relevant health and safety protocols are upheld at these events (no alcohol or narcotics are allowed at society events).

**6.8** The Role of the Convention Director.

- The Convention Director must select a Convention Committee as outlined in Section 10.
- The Convention Director shall be the chief officer of the Convention Committee whose functions include chairing all meetings of the Convention Committee.
- The Convention Director shall have the only casting vote at Convention Committee meetings.
- The Convention Director shall have free access to all future conventions held by the Society.

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

**6.9** 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.

**6.10** A committee member wishing to resign must submit a letter declaring that intention to resign to the Vice President/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.

## **7. Meetings**

- 7.1** There shall be an Annual General Meeting (AGM) held twice each year.
- 7.2** The “End of year” 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).
- 7.3** The “Beginning of year” AGM shall be held no later than the second month of the Academic year where the remainder of the committee members that were not elected at the first will be elected (where possible).
- 7.4** Elections for the offices of the Governing Executive Committee shall take place at these meetings.
- 7.5** Quorum of the AGM and EGM shall be 3 Governing Executive Committee members and 10% of the active ordinary members.
- 7.6** 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).
- 7.7** 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.
- 7.8** Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).
- 7.9** Notice of all meetings shall be given to the membership at least 3 working days prior to the date of the meeting. The meeting must also take place upon a different calendar week to which the notice was given.
- 7.10** 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.
- 7.11** 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).
- 7.12** No resolution may contravene Maynooth University policy or Capitation Committee policy.

## **8. General**

- 8.1** 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.
- 8.2** The membership fee for the society shall be in compliance with the conditions set down by the Capitation Committee.
- 8.3** Each member of the society shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- 8.4** 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.
- 8.5** 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.

## **9. Amendments to this Constitution**

- 9.1** 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. The 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.
- 9.2** 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.

## **10. Conventions**

- 10.1** Any Convention held by the members of the Society, under any name, must follow the constitution of the Society. In the event of a clash between the constitution of the convention and the constitution of the Society, the Constitution of the Society shall take precedence.
- 10.2** In the event of a clash of direction between the Convention Director and the Convention Committee, the decision made by the Committee of the Society at an official meeting takes precedence over the decision made by the Convention Director and the Convention Committee. The Convention Director and

Convention Committee are invited to attend to aforementioned meeting to argue their case, but are not permitted to vote on the issue.

- 10.3** The Convention Director is answerable to the President of the Society.
- 10.4** In the event that the society votes to postpone the convention, the position of Convention Director is not required and shall not be filled.
- 10.5** The Convention Committee chosen by the Convention Director must be ratified by the Society committee.
- 10.6** The Convention Committee must at least consist of the following members:
  - Convention Director
  - Society President.
  - Society Treasurer
  - Convention Secretary.
  - Convention Public Relations Officer (Convention PRO).
- 10.7** The Positions of Convention Secretary and Convention Public Relations Officer may not be filled by elected members of the Society Committee.
- 10.8** The Convention budget laid out by the Convention Committee must be ratified by the Society Committee before being sent to the Capitation Committee.