

**Maynooth University**

**National University of Ireland, Maynooth**

**Musical and Dramatic Society (MAD Soc) Constitution**

## **Name of Society:**

- 1.1. The official name of the society shall be Maynooth University Musical and Dramatic Society. This name shall be used on all official documentation regarding the society.
- 1.2. The society shall also have an alternative name, MU MAD Soc, which may be used casually to refer to the society.

## **2. Aims and Objectives:**

- 2.1. The aims and objectives of the club / society shall be as follows:
  - 2.1.1. 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.
  - 2.1.2. 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.
  - 2.1.3. To foster an awareness of the musically theatrical arts amongst the general student body and to actively encourage their participation therein.
  - 2.1.4. To ensure the members of the society are informed of developments within and relevant to the society.
  - 2.1.5. To protect, promote and represent the interests of the members of the society on both a collective and individual basis.

## **3. Members**

- 3.1. Membership of the society shall be open to all students, staff and graduates of the college.
- 3.2. Membership will be obtainable by paying the membership fee and signing the roll of members for the current academic year.
- 3.3. All members of the society's Governing Executive Committee for the currently academic year shall be deemed members of the society by default and are therefore not required to pay the membership fee.
- 3.4. All past members of the society's Governing Executive Committee shall be deemed honorary members of the society and are therefore not required to pay the membership fee.
- 3.5. All members 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). The committee shall run the society on behalf of its members and in accordance with the aims and objectives.
- 4.2. Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.
- 4.3. A quorum shall be two-thirds (2/3) of the committee members.
- 4.4. The Term of Office of these elected officers shall be one academic year.
- 4.5. A person shall not hold the same office for more than two successive years.

4.6. The Committee shall consist of:

Chairperson  
Secretary  
Vice-Treasurer  
Treasurer  
Technical & Construction Officer  
Events Coordinator  
Public Relations Officers (x2)  
Productions Liaison  
First Year Representative

## **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).
- 5.2 To seek election to the committee, each candidate must have two (2) nominations by current members of the society in attendance. These nominations are expressed vocally following the chair of the meeting requesting nominations from the members of the society.

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

### **Chairperson**

- 6.1.1. The Chairperson shall be the chief officer of the society whose functions include calling and chairing all meetings of the committee and officiating at meetings of the society.
- 6.1.2. Subject to the committee, the chief officer of the society is responsible for overseeing the day to day running of the society and ensuring the society operates with the greatest possible efficiency.
- 6.1.3. 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.
- 6.1.4. 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.
- 6.1.5. The Chairperson shall ensure that the aims of the society and the constitution is being upheld by all members of the society.

### **Vice-Treasurer**

- 6.1.6. The Vice-Treasurer shall assist the Treasurer in all their duties.
- 6.1.7. The Vice-Treasurer shall also 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.

## Secretary

- 6.1.8. The Secretary shall deal with all correspondence and records of the society.
- 6.1.9. 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.
- 6.1.10. The Secretary shall keep a record of authorisation of expenditure.
- 6.1.11. The Secretary shall give notice to all members of the society's meetings, events and functions.
- 6.1.12. The Secretary shall assist the Public Relations Officer to organise fund raising events and sponsorship where necessary.

## Treasurer

- 6.1.13. The Treasurer's function shall be to administer the funds of the club / society and to maintain accounts and budgets.
- 6.1.14. The Treasurer responsible for the maintenance of accounts subject to the decisions of the committee in compliance with the regulations set down by the Capitation Committee.
- 6.1.15. 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. The Treasurer shall sign all cheques and withdrawals forms from the Club / Society's bank account.
- 6.1.16. 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

## Technical and Construction Officer (with responsibility for Safety):

- 6.1.17. The Technical and Construction Officer shall be responsible for managing the accommodation of all theatrical productions held by the society with appropriate audio and lighting equipment.
- 6.1.18. The Technical and Construction Officer 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 Officer shall be responsible for the fixed and current assets of the society, which pertain to audio or lighting configuration.
- 6.1.19. 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 or lighting configuration to the committee at the start and end of the academic year.
- 6.1.20. The Technical and Construction Officer shall be responsible for managing the accommodation of all theatrical productions held by the society with appropriate staging conditions and visual backdrop.

- 6.1.21. The Technical and Construction Officer, 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 Construction Officer shall be responsible for the fixed and current assets of the society which pertain to set design and construction.
- 6.1.22. 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 Construction Officer shall report an inventory list of all fixed and current assets of the society which pertain to set design and construction to the committee at the start and end of the academic year.

### **Public Relations Officers**

- 6.1.23. 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.
- 6.1.24. 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 all members of these contributions.

### **Events Coordinator**

- 6.1.25. He/she shall be responsible for the coordination of all MAD Society Festivals and events including, but not limited to
- 6.1.25.1. Annual Musical
- 6.1.25.2. Annual Variety Show
- 6.1.26. Shall be responsible for the creation and supervision of Events Operations team

### **Events Operations Team**

- 6.1.26.1.1. An Events Operations Team will be established and supervised by the Events Coordinator no less than three (3) weeks prior to any festivals hosted by MAD Soc.
- 6.1.26.1.2. The Events Operations Team will be chosen from the Ordinary Members of MAD Soc.
- 6.1.26.1.3. The Events Operations Team will be selected by interview conducted by a panel including the Events Coordinator and the Chairperson or the Vice-Chairperson.
- 6.1.26.1.4. The Events Operations Team will be responsible for the planning, co-ordinating and advertising of all Society festivals.
- 6.1.26.1.5. The Events Operations Team will consist of remits including, but not be limited to, the following:
- Promotions
  - Light and Sound

- Set Construction
  - Stage Management
- 6.1.26.1.6. Other remits may be included/removed as deemed necessary by a majority vote by the MAD Soc Committee

### **Productions Liaison**

- 6.1.27. 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.
- 6.1.28. 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.
- 6.1.29. 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.
- 6.1.30. This list will be made available to any ordinary member of the society upon request or an outside agency pending approval from the Executive.
- 6.1.31. The Productions Officer will also assist any MAD Soc production team in locating props, costumes etc. in possession of the society.
- 6.1.32. Should a production team require assistance in sourcing any of the stage materials outlined above which are not currently in the possession of MAD Soc, it will be the duty of the Productions Officer to aid them to the best of his/her abilities.

### **First Year Representative**

- 6.1.33. The First Year Representative shall be a first year student within the college.
- 6.1.34. The First Year Representative shall liaise with the committee on matters concerning the first year students of the society in regards the society.
- 6.1.35. The First Year Representative shall casually assist each member of the committee with their duties in order to learn the nature of their positions.

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

- 7.1. No member of the committee shall be dismissed from office unless
- 7.1.1. 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.
- 7.1.2. Two-thirds (2/3) 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 shall then immediately inform the committee as a whole. If the committee member seeking

resignation is the Secretary them self, the letter declaring their intention resign shall be submitted to the Chairperson of the society.

- 7.4. 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.
- 7.5. 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.
- 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 three (3) Governing Executive Committee members and ten percent (10%) of the ordinary membership
- 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:
  - 8.6.1. Ten per cent (10%) of the ordinary membership of the society request such a meeting in writing.
  - 8.6.2. A quorum of the Governing Executive Committee requests such a meeting in writing.
  - 8.6.3. 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 five (5) days of the academic calendar 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 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.
- 8.10. In the event that the Chairperson'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 then be announced by the Chairperson or the Vice-Chairperson.
- 8.11. No resolution may contravene NUI Maynooth policy or Capitation Committee policy.

## **9. General**

- 9.1. The membership fee for the society shall be in compliance with the conditions set down by the Capitation Committee
- 9.2. Each member of the society shall be entitled to receive a copy of this constitution, on demand, free of charge.
- 9.3. 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.
- 9.4. 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 of two-thirds (2/3) of the members present and entitled to vote at the relevant meeting.