

# Maynooth University

---

## 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.

### 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.
  - 3.3.1 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 2/3s of committee members.
- 4.5** The Committee shall consist of :
- i) President
  - ii) Vice-President/Secretary (VP-Sec)
  - iii) Treasurer
  - iv) Visual Entertainments Officer (VEO)
  - v) Public Relations Officer (PRO)
  - vi) First Year Rep
  - vii) Webmaster
  - viii) Events Librarian
  - ix) Classical Librarian
  - x) 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 10 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.
- 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 MU Omega 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 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.
- 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 organisation 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 MU Omega Society.

**6.4** The role of the Video Entertainments Officer.

- The Visual Entertainments Officer shall be responsible for the acquisition of all materials needed for all events.
- The Visual Entertainments Officer is ‘chief editor’ of ‘The Pigment’.
  - 6.4.■.1** ‘The Pigment’ is the MU Omega Society’s published collection of member submitted written content.
  - 6.4.■.2** The Video Entertainments Officer Shall govern and manage The Pigment which shall be posted and maintained on the Omega website and/or The Print.

**6.5** The role of the Librarian.

- The Librarian 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 every academic year.
- The Librarian is responsible for the maintenance of the ‘Omega Library’ and the acquisition of appropriate materials for it.
- The Librarian must ensure the ‘Omega Library’ is opened and supervised at the designated times, and is directly responsible for the Assistant Librarian.

**6.6** The role of the Assistant Librarian.

- The Assistant Librarian shall assist the Librarian in all of their duties where required and deputise their position where the Librarian is unable to/absent from duty.

**6.7** The role of the Librarians.

- The Librarians must ensure the ‘Omega Library’ is opened and supervised at the designated times.
- The Librarians are responsible for the maintenance of the library as a whole.
- Each librarian is responsible for a separate aspect of the running of the Library as stated in 6.7.1 and 6.7.2 respectively.
- Both Librarians are free to complete any of the tasks stated in 6.7.1 and 6.7.2, so long as the responsible party is appropriately informed.

**6.7.■.1** The Classical Librarian

- 6.7.■.1.1** The Classical 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 Omega Society's Website.

**6.7.1.2** The Classical Librarian is responsible for the maintenance of all assets and acquisition of appropriate materials for the library.

**6.7.2** The Events Librarian

**6.7.2.1** The Events Librarian is responsible for the creation of weekly events that are to be hosted in the library.

**6.7.2.2** The Events Librarian is responsible for the advertising of such events through all appropriate mediums.

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

- 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.
- 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.

**6.9** The role of the First Year Rep

- The First Year Rep shall ensure the voice of the first years is heard on the committee.
- The First Year Rep shall assume the responsibilities of the other governing members of the committee as requested.
- The First Year Rep shall contribute at least once per month to the Pigment.

**6.10** The role of the Webmaster.

- The Webmaster shall assist the Vice President/Secretary with all formal external correspondence.
- The Webmaster is responsible for the maintenance and updating of the Omega Society's website.
- 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.
- The Webmaster shall be responsible for the advertising of all functions of the society through digital means.

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

- The Convention Director must select a Convention Committee as outlined in Section 12.
- 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 MU Omega Society.

## **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 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** 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. Aforementioned 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 a 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.

## **11. Website rules**

- 11.1** The contents of the Omega website will be in accordance with the following laws:
- The Republic of Ireland
  - The University.
  - The Website host.
  - The Internet Service Provider.

\*No pornographic material will be posted on the website. All content posted in which the content may be considered adult/ inappropriate should be given the relevant notice in the title.

\*Material posted on the website will relate to science-fiction, fantasy or anime, or to the activities of the MU Omega Society and its members.

## **12. Conventions**

- 12.1** Any Convention held by the members of the MU Omega Society, under any name, must follow the constitution of the MU Omega Society. In the event of a clash between the constitution of the convention and the constitution of the MU Omega Society, the Constitution of the MU Omega Society shall take precedence.
- 12.2** In the event of a clash of direction between the Convention Director and the Convention Committee, the decision made by the Committee of the MU Omega 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.
- 12.3** The new Convention Director shall be voted in no later than 6 weeks after the previous convention has been held, unless 12.5 is in effect.
- 12.4** The Convention Director is answerable to the President of the MU Omega Society.



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