



**National University of Ireland,
Maynooth,
Media Society
Constitution**

1. Name of Society:

- 1.1 The name of the Society shall be known as ‘Media Society’, hereinafter 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 students of Maynooth with the opportunity to engage with media-based activities, regardless of their degree programme, upon joining the society.
- 2.2 To allow for the students of Maynooth to expand their media-based skill set through various events and training programs upon joining the society.
- 2.3 To promote the media-based activities of the society’s members, when appropriate, be they activities associated with the society or otherwise.
- 2.4 To organise social events for the members of the society.
- 2.5 To provide the opportunity and option to aid in the creation of promotional material for other societies provided that:
 - 2.5.1 There is at least 7 working days’ notice given to the Committee
 - 2.5.2 That the Committee will offer alternative solutions if basic requests cannot be fulfilled

3. Members:

- 3.1 Membership of the club / 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 Club / Society recognises the importance that graduates and former students of NUIM can play in the development of a club / society. It shall therefore endeavour to maintain contact with such former members as wish to retain their connection with the club / society
- 3.4 To this end the Governing Executive Committee of the Club / Society shall be empowered to create a class of “Associate Member” of the Club / Society.

- i) Graduate Membership shall be open to former members of the club / society who are no longer students of NUI Maynooth. It shall not be a requirement of associate membership that such members should hold a degree or any other academic award given by NUI Maynooth.
- ii) Associate Members shall pay an annual membership fee to the club / society. The amount of this fee shall be determined by the Governing Executive Committee, but may be altered by a majority vote at a general meeting of the club / society. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
- iii) Associate Members shall be ineligible for election to the club / society's governing committee
- iv) Associate Members shall be entitled to attend all general meetings of the club / society. Voting rights of associate members at general meetings shall be determined by the Governing Executive Committee and may be altered by a majority vote at a general meeting of the club / society.
- v) Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the club / society.
- vi) The rights of an Associate Member shall not exceed those of an ordinary member of the club / society.

3.5 All members shall be bound by this constitution.

4. Governing Executive Committee

- 4.1 The Club / Society shall have a Governing Executive Committee (The Committee).
- 4.2 The Committee shall run the club / 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 shall be 2/3s of committee members.

4.5 The Committee shall consist of :

- 4.5.1 President
- 4.5.2 Vice President
- 4.5.3 Secretary
- 4.5.4 Treasurer
- 4.5.5 Public Relations Officer (P.R.O.)
- 4.5.6 Events Manager
- 4.5.7 Deputy Events Manager
- 4.5.8 Project Manager
- 4.5.9 Equipment Manager
- 4.5.10 Head of Graphics
- 4.5.11 Head of Photography
- 4.5.12 Head of Videography
- 4.5.13 First Year Representative

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 positions of President, Vice-President, Secretary and Treasurer must be filled at the end of each academic year's AGM. In the event that they are not filled, the outgoing committee member(s) shall fill the role until the next AGM, where possible.

4.9 Governing Executive Committee members are made aware that the society's email account is for society communications only and are not for personal correspondence.

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 2 nominations by current members of the club / society.

6. Duties of Governing Executive Committee

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

- 6.1.2** The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the club / society. In the event of a tied vote on any matter she / he shall have the casting vote.
- 6.2.1** The Vice-President, shall assist the President in all their duties.
- 6.2.2** The Vice-President shall assume the duties of the President (unless otherwise directed by a general meeting of the club / society) in the event that the President is absent or is unable to perform their duties.
- 6.3.1** The Secretary's function shall be to deal with all correspondence and records of the club / society.
- 6.3.2** The Secretary 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 club / 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 club / society's meetings, events and functions.
- 6.4.1** The Treasurer's function shall be to administer the funds of the club / 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 Capitation Committee.
- 6.4.3** 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.
- 6.4.4** The Treasurer shall sign all cheques and withdrawals forms from the Club / Society's bank account.
- 6.5.1** The Treasurer shall assist the Public Relations Officer to organise fund raising events and sponsorship where necessary.
- 6.4.5** 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
- 6.5.2** The Equipment Manager shall be responsible for the fixed and current assets of the club / society in compliance with the regulations set down by the Capitation Committee.
- 6.5.3** The Equipment Manager shall maintain a record of all fixed and current assets belonging to the club / society and will report an inventory list to the committee at the start and end of the academic year.
- 6.6.1** The Project Manager shall be responsible for providing technical support and Health & Safety on all production shoots.
- 6.6.2** The Project Manager shall be responsible for providing creative support throughout the pre-production, production and post-production process on all the society's production shoots.
- 6.7.1** The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the club / society through all means possible.
- 6.7.2** The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution

outside bodies have had for the club / society and to give notice to all members of these contributions.

- 6.8.1** The Events Manager shall be responsible for the management and organisation of all events hosted by the society.
- 6.9.1** The Deputy Events Manager, shall assist the Events Manager in all their duties.
- 6.9.2** The Deputy Event Manager shall assume the duties of the Events Manager (unless otherwise directed by a general meeting of the club / society) in the event that the Events Manager is absent or is unable to perform their duties.
- 6.10.1** Head of Graphics shall be responsible for producing all graphics for the society's events, logos and any other material needed.
- 6.11.1** Head of Photography shall be responsible for providing technical and creative support on photography production shots.
- 6.12.1** Head of Videography shall be responsible for providing technical and creative support on videography production shots.
- 6.13.1** First Year Representative shall liaise with new First Year members of the society and report any correspondence to the committee and engage with these members at society events.

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 club / 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.
- 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 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 annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the club / society).
- 8.6** An Extra-ordinary General Meeting (EGM) shall be convened if:
- i) 10% of the ordinary membership of the club / 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 club / 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 NUI Maynooth policy or Capitation Committee policy.

9. General

- 9.1** There shall be a Honorary President of the Club / 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 club / society shall be in compliance with the conditions set down by the Capitation Committee
- 9.3** Each member of the club / 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 club / 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 it's decision shall be final.
- 9.6** Each member of The Society is aware and understands that all equipment used by the society is for universal use. Keeping equipment in one's personal abode or not returning to the Equipment Manager can call for one's membership to be reviewed.

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 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.