

*The Media Society of NUI Maynooth
and St. Patrick's College, Maynooth*

OFFICIAL CONSTITUTION

*Proposed by Philip Murphy
Ents Officer, Media Society 2005/06*

Adapted October 2005

Article 1: Name

- The Society shall be known as The Media Society of NUI Maynooth and St. Patrick's College, Maynooth, hereafter referred to as the 'Society'.

Article 2: Aims and Policies

- To promote, and to further encourage the development and popularity of student-produced media on campus.
- To advocate, and to actively lobby for, the setting up of student-controlled media on campus.
- To provide, where possible, any feasible services, equipment and other such facilities that would be of benefit to members of the Society.

Article 3: Membership

- Ordinary Membership shall be open to all current Staff and fully registered students of the College only, at a fee specified by the Society for the academic year.
- Alumni Membership shall be open to all former students and members of Staff of the College only, at a fee specified by the Society for the academic year. This membership may be paid annually, or for an extended period to be set by the committee, which shall be known as 'Lifetime Membership'.
- Voting rights for all members at General Meetings and Annual General Meetings shall be as laid down in **Article 6: Voting**.
- The fee paid by members of the Society shall guarantee reduced admission to some Society events.
- The Society shall award Lifetime Membership of the society to all former Presidents who subsequently leave college. Such membership shall be considered 'Alumni' membership, and shall carry equivalent privileges, but will not require a fee to be paid.

Article 4: Annual General Meetings (AGMs)

- An annual general meeting (AGM) MUST be called by the Executive of the Society once per academic year, during the second semester, and MUST take place no later than five college days before the end of lectures in the second semester.
- Notice of an Annual General Meeting, together with its full agenda, starting time and location MUST be posted on each of the nine designated notice boards five college days in advance of the meeting.
- An Annual General Meeting requires a Quorum of 30% plus one of official current Membership in order to proceed. Official current Membership shall be deemed to be all paid-up, registered ordinary and alumni members as of the time of the commencement of business at the AGM.
- The AGM may also be considered to be a General Meeting (GM), and may conduct such business as may be conducted at a General Meeting in accordance with the provisions of **Article 5: General Meetings**. However, all such business MUST be completed prior to the elections of the Executive.
- The President and Treasurer MUST each present an annual report to the members prior to elections taking place. In addition, all other Members of the Executive may, with the consent of the Chairperson, make supplementary reports if they so wish.
- With the exception of the OWP position, Members of the Society shall vote at the annual general meeting (AGM) to elect an Executive that shall represent their interests, in accordance with the provisions of **Article 6: Voting**. A Ballot paper for each position MUST be provided to each eligible member prior to the start of the AGM.
- In the event of a tied vote the chairperson shall have a casting vote.
- Once elected, the Executive of the Society shall take office immediately and shall carry out their duties in accordance with the provisions of **Article 7: The Executive** and of **Article 8: Duties of Members of the Executive**.

Article 5: General Meetings (GMs)

- A general meeting may be called at the written request of:
 - 10% of official Society membership.
 - One member of the Executive.

- Furthermore, a GM MUST be held within a month of the commencement of the Academic year, in order to elect a first year for the position of OWP in accordance with the provisions of **Article 6: Voting**.
- A general meeting may also be called on the instructions of the Executive.
- An AGM is considered to be a General Meeting, as laid out in **Article 4: Annual General Meetings (AGMs)**.
- Notice of a General Meeting, together with its full agenda, starting time and location MUST be posted on each of the nine designated notice boards five college days in advance of the meeting.
- General Meetings, excepting the AGM, requires a Quorum of 20% plus one of official current Membership in order to proceed. An AGM requires a quorum of 30% of official current Membership in order to proceed, as laid out in **Article 4: Annual General Meetings (AGMs)**. Official current Membership shall be deemed to be all paid-up, registered ordinary and alumni members as of the time of the commencement of business at the GM.
- A motion may be proposed by an ordinary or alumni member, or a member of the executive, and MUST be seconded by another of the above. If seconded, the motion MUST be voted on by all eligible members in accordance with the provisions of **Article 6: Voting**.
- In the event of a tied vote the chairperson shall have a casting vote.

Article 6: Voting

- Ordinary Members, as defined in **Article 3: Membership**, shall have full voting rights at General Meetings (GMs) and Annual General Meetings (AGMs).
- Alumni Members, as defined in **Article 3: Membership**, shall have NO voting rights at General Meetings (GMs) and Annual General Meetings. (AGMs).
- Voting in General Meetings of the Society, with the exception of the election of members to the Executive, and to changes of the Constitution, shall be done by show of hands, and shall be passed by simple majority of 50% plus one of ORDINARY members of the Society present.
- With respect to the election of members to the Executive of the Society at the AGM (or in the case of the OWP position, at the first GM of the year), voting shall be by secret written ballot, and shall be passed by simple majority of 50% plus one of ORDINARY members of the Society present.
- With respect to changes to this Constitution, voting shall be by secret written ballot, and shall be passed by simple majority of two thirds of ORDINARY members of the Society present.

Article 7: The Executive

- The members of the Society shall elect an Executive consisting of the following officers: President, Vice President, Secretary, Treasurer, Public Relations Officer (or PRO), two Assistant PRO's, an Entertainments Officer, and an Officer without Portfolio; and shall have a maximum of nine Executive members.
- Only Ordinary Members shall be eligible for election to the Executive. Alumni members may not be elected to the Executive.
- Members of the Executive shall be elected at the A.G.M in accordance with Official Student Affairs Committee standing orders for the holding of elections by Clubs and Societies.
- Members of the Executive are responsible to the membership of the Society for the continued well-being and stability of the Society and shall act accordingly in its decision-making.
- Some/all of the members of the Executive may have specific designated duties as laid down in, but not exclusive to, **Article 8** of this constitution. The executive may also distribute additional duties not covered by **Article 8** to members of the Executive as it sees fit.

Article 8: Duties of Members of the Executive

(a) President:

- The President shall be elected at the AGM.
- The function of the President is to co-ordinate the workings of the Executive and look after the running of the Society, assisted by the Executive.
- The President shall act as chairperson at General Meetings (GMs) and Executive Meetings of the society.
- The President shall draw up an annual report and present it to the members at the AGM.

(b) Vice President:

- The Vice President shall be elected at the AGM.
- The function of the Vice President is to assist the President and to deputise for his/her absences.

(c) Secretary:

- The Secretary shall be elected at the AGM.
- The Secretary shall deal with all correspondence pertaining to the Society.
- The Secretary shall notify members of meetings and events.
- The Secretary shall be responsible for taking minutes at all General Meetings and all Executive meetings of the society.
- In the absence of the Secretary, the Executive may nominate a member of the Executive to fulfil this role in a temporary capacity, for the duration.

(d) Treasurer:

- The Treasurer shall be elected at the AGM.
- The Treasurer shall safeguard the financial position of the Society, and keep books in accordance with Capitation Committee regulations.
- The Treasurer shall present a financial statement to the Executive at regular intervals and at the AGM.

(e) Public Relations Officer (PRO):

- The PRO shall be elected at the AGM.
- The PRO is responsible for promoting and advertising all events associated with the Society.

(f) Assistant Public Relations Officers (Asst. PROs): (x2)

- Two Asst. PROs shall be elected at the AGM.
- The function of the Asst. PROs shall be to assist the PRO in his/her duties and to deputise for his/her absences.

(g) Entertainments Officer (VEO):

- The Ents Officer shall be elected at the AGM.
- The Ents Officer shall be responsible for organising and overseeing all of the Society Events, including but not exclusive to the following: talks by guest speakers, fundraising events, workshops, and other events that the society would stand to benefit from.

(h) Officer without Portfolio (OWP):

- The OWP shall be elected at the first GM of every year.
- The OWP must be a first year undergraduate of the college.
- The duties of the OWP is to assist the other officers in their tasks, and as directed by the rest of the Executive, to carry out specific duties in the absence of a member of the Executive.

Article 9: Executive Meetings

- Executive meetings shall be held regularly and shall require a quorum of 1/2 plus one of its designated full strength membership.
- Decisions will be taken by a simple majority vote. In case of a tie vote the chairperson shall have a casting vote.

Article 10: Advisors

- The Executive may appoint individuals who are not members of the Society and/or of the Executive to act as 'Advisors' in assisting with specific tasks in the organisation of Society activities, should the need arise.
- Such 'Advisors' shall not be considered members of the Executive; however at the invitation of the Executive, an 'Advisor' may attend Executive Meetings and/or General Meetings of the Society.
- If invited to attend Executive Meetings, 'Advisors' shall enjoy equal speaking rights, but may not vote.
- 'Advisors' shall enjoy equal speaking rights at all General Meetings for the duration of their appointment, if not already provided for by membership of the society, but may only vote at General Meetings if they are also ordinary members, in accordance with **Article 6: Voting**.

Article 11: Resignations

- Any Executive member absent from more than three consecutive Executive meetings, without having presented apologies beforehand, or without having provided adequate reason to the Executive (such as force majeure), shall be deemed to have resigned.
- An Executive member may, if he/she so wishes, resign his/her position by submitting a letter of resignation to the Secretary.

Article 12: Vacancies

- The Society shall have the right to co-opt members of the Society to fill any vacancy that exists on the Executive. The number of co-options is limited to 3 per academic year.
- In the event of more than three positions becoming vacant during the course of the year, election(s) for the vacant post(s) shall be held within three weeks of that date, in accordance with official student Affairs Committee Standing Orders for the Holding of Elections by clubs and societies.

Article 13: Motions of No Confidence

- Motions of no confidence in the Executive or any individual member of the Executive may be proposed at a General Meeting. In order for a vote to take place, such motions MUST be seconded in accordance with **Article 5: General Meetings (GMs)**.
- In the Event of a vote of no confidence being passed against more than three Executive members, there having been no prior co-options in that academic year, election(s) for the vacant post(s) shall be held within three weeks of that date, in accordance with official student Affairs Committee Standing Orders for the Holding of Elections by clubs and societies.

Article 14: Changes to Constitution.

- Changes to this document must be proposed as a motion at a General Meeting (GM) as laid out in **Article 5: General Meetings (GMs)**, and shall be voted on subject to the relevant provisions in **Article 6: Voting**.