

Constitution of the Choral Society

Updated October 2019

Article 1. Name of the Society

The name of the Society shall be the Choral Society, National University of Ireland, Galway, hereafter referred to as ‘the Society’.

Article 2. Aims of the Society

2.1 The aims of the Society shall be to provide a musical and social outlet and resource for students and staff of the college, to encourage and promote musical expression and appreciation among members, to teach and instruct members on technique and vocal exercise, to achieve a standard suitable for competition level, and to promote the Society and the University through performances and competitions in National and International competitions

2.2 The Society shall aim to comply with all University and Societies regulations such as the Alcohol policy, the advertising and poster policy, etc.

Article 3. Membership

3.1 All students and members of staff of the University shall be eligible to become members of the Society.

3.2 Any eligible person shall become a member of the Society on signing their name to the official membership list of the Society. Only students and members of staff in the National University of Ireland Galway can join the society.

Article 4. The Committee

4.1 A committee shall conduct the business of the Society.

4.2 All members of the Committee shall be required to be full members of the society.

4.3 The committee of the Society shall be elected at the Annual General Meeting, or, if necessary, at an Extraordinary General Meeting.

4.4 The committee shall consist of the following members: the Auditor; the Vice-Auditor; the Treasurer; the Secretary; the Public Relations Officer; the Health and Safety Officer, the first year representative; the librarian and General Committee Members. All members of the committee shall be required to be members of the Society.

4.5 Auditor

The Auditor shall have overall responsibility for the affairs of the Society.

He/she shall chair all meetings of the Society, save where decided otherwise by the committee or where otherwise provided for in this constitution.

4.5.1 The Auditor in the cases of all votes shall be eligible to vote. In the case of a tie, the Auditor may use their casting vote thereafter to decide the tie, regardless of whether this be in accordance with his/her original vote.

4.6 Vice-Auditor

The Vice-Auditor shall assume the duties of the Auditor should the Auditor be absent or unable to fulfil his/her duties. The Vice Auditor should also assume responsibilities as determined and required by the society throughout the course of their term.

4.7 Treasurer

The Treasurer will manage the financial affairs of the Society, in consultation with the Auditor. He/she will maintain the financial records of the Society. He/she will prepare and present to the Society and the University the end of year accounts and treasurers report for the Society.

4.8 Secretary

The Secretary shall keep the non-financial records of the Society, including the official membership list, the minutes and records of all society meetings and manage the correspondence of the Society and submitting the end of year report. The Secretary should also be responsible for keeping the society's website up to date.

4.9 Public Relations Officer

The Public Relations Officer shall be responsible for advertising the meetings and all other events of the Society. The Public Relations Officer shall also be responsible for organising society fundraising and social events. A sub-committee may be assigned to aid the Public Relations Officer in organizing and carrying out his or her responsibilities.

4.10 Health and Safety Officer

The Health and Safety Officer shall be responsible for ensuring the society keeps good Health and Safety practices. He or she shall also be responsible for preparing the Society Health and Safety Statement, for conducting risk assessments at all society events, meetings, and trips away. When necessary the Health and Safety Officer (with the co-operation of the Trips Officer) ensures that all relevant travel forms are filled out for all society members on trips away. Another member of the committee can hold this title along with another, thus taking on both responsibilities. If there are any trips away the safety officer has to take responsibility of looking after all forms. In the case the safety officer is unable to go on the trip, they are responsible for choosing another committee member to take on their role temporarily.

4.11 Events Officer

The Events Officer shall be responsible for ensuring there is a suitable space reserved for the society to hold practices and meetings and ensuring all necessary materials are present at these events. Events include weekly rehearsals, workshops, committee meetings, concerts, etc. The Events Officer shall be responsible for organising all society trips. These responsibilities shall

include: making bookings for society events, accommodation and travel; with the cooperation of the Society Treasurer, ensuring that all deposits are collected and all payments made, ensuring that correct receipts are given for all transactions relating to the trip and ensuring that correct receipts are received for all transactions relating to the trip and that records and copies of both are kept; and with the cooperation of the Health & Safety Officer, ensuring that all relevant travel forms are filled out for all society members on the trip A sub-committee may be assigned to aid the Trips Officer in organizing and carrying out his or her responsibilities.

4.12 First year Representative

The first year representative has the responsibility to provide a voice on the committee for first year members of the society and have the same responsibilities as general committee member.

4.13 The librarian

The librarian has the responsibility of looking after any sheet music that may need to be printed and organized as well as having the same responsibilities as general committee members.

4.14 General Committee Member

General Committee Members may form parts of sub-committees and their roles shall be defined by the committee as needed. If necessary the General Committee Members will have tasks delegated to them in order to aid the committee to be more productive and successful.

4.15 Committee Meetings

4.15.1 Meetings of the committee shall be held at least fortnightly during the academic year. All members of the committee shall be entitled to attend and vote at such meetings.

4.15.2 The quorum for a meeting of the committee shall be four committee members which must include either the auditor or vice-auditor.

4.15.3 Minutes of all meetings must be kept and stored for future reference.

4.15.4 Meetings of the committee shall be convened by the Auditor, Vice Auditor or Secretary. At least two days notice of a committee meeting shall be given by the Auditor or Secretary to the members of the committee if the meeting is not regularly scheduled.

4.15.5 Committee members that fail to attend 3 consecutive committee meetings (without apologies accepted by a majority of the Committee) shall be deemed to have resigned their position.

4.15.6 Decisions impacting the Society or the Committee as a whole can be decided via a vote. The members participating in the vote may choose to accept, reject, or abstain when giving their answers regarding the specific situation. A majority rule must be had in order to finalize a vote.

4.15.7 In the event of a resignation, the Committee can take a vote to assign the resigned position to another committee member (thus giving that member multiple responsibilities) if the position is not filled during an EGM.

4.16 Term of Office of the Committee

The committee shall hold office from the first day of June subsequent to their election until the first day of June of the following year.

4.16 Voting at Committee Meetings

4.16.1 Voting shall be by show of hands, unless otherwise determined in a vote at any specific meeting.

4.16.2 Each Full Member shall have one vote at any general meeting.

4.16.3 Motions and resolutions must be passed by a simple majority of those Full Members present at the meeting, except where otherwise stipulated in this Constitution.

Article 5. General Meetings

5.1 Annual General Meeting

5.1.1 The Annual General Meeting of the Society shall take place in the second semester of the academic year, at a time to be determined by the committee of the Society.

5.1.2 No less than seven days notice of the Annual General Meeting shall be given. The date and time of the A.G.M. shall be notified to the University and advertised by public notice within the University.

5.2 Extraordinary General Meetings

5.2.1 An Extraordinary General Meeting of the Society may be convened to:

- (i) Hold an election to fill a vacancy on the committee, should one arise;
- (ii) Consider a proposal to amend this constitution or any other governing instrument of the Society;
- (iii) Address any other circumstance not provided for in this constitution.

5.2.2. An Extraordinary General Meeting shall be convened:

- (i) By majority decision of the committee; or
- (ii) On foot of a submission to the committee of the Society of a petition signed by not less than ten members of the Society.

5.2.3 No less than six day's notice of an Extraordinary General Meeting shall be given. The date and time of the E.G.M. shall be notified to the University and advertised by public notice within the University.

Article 6. Election of the Committee

6.1 The committee of the Society shall be elected at the Annual General Meeting or at an E.G.M. should the need arise.

6.2 The Auditor shall act as returning officer for the elections. Where the Auditor intends to be a candidate in any election, a returning officer, who is not a candidate in any election, shall be appointed by the committee.

6.3 All members of the Society shall be eligible for election to the committee.

6.4 Candidates for each position on the committee of the Society must be proposed and seconded by members of the Society at the meeting.

6.5 All members of the Society shall be entitled to vote in the election of the committee.

6.6 The election of members of the committee shall take place by secret ballot at the A.G.M. Where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, he/she shall be deemed elected to that position.

Article 7. Resignations from the Committee

7.1 The resignation of any member of the committee shall be instituted by a letter of resignation to the Secretary and the auditor of the Society. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the Auditor.

7.2 The resigning member will continue to hold the position and carry out its duties for seven days following the acceptance of the letter of resignation, unless a new member is voted in within that time.

Article 8. Management of Finance

8.1 The finances of the Society shall be managed by the Auditor and the Treasurer of the Society.

8.2 No member of the committee of the Society shall receive remuneration from the Society, or use their office for personal financial gain.

Article 9. Amendments to the Constitution

9.1 Amendments to this constitution may be made at an Annual General Meeting or an Extraordinary General Meeting of the Society or decided upon through a vote by the committee.

9.2 Such amendments to this constitution as may be approved by an majority vote from the committee or an Annual General Meeting or an Extraordinary General Meeting of the Society and the changes shall require the formal approval of the University before taking effect.

Article 10. Dissolution of the Society

10.1 The Society may be dissolved by a two-thirds majority vote of its membership at a General Meeting. The Society may also be dissolved by decision of the USC. The Society shall fall into abeyance should it fail to validly elect a committee for two successive years.

10.2 On dissolution of the Society, its assets shall become the property of the University.