Galway University Musical Society

(GUMS)

NUI Galway Constitution

Ratified on 26/10/18 by the University Societies’ Co-Ordination Group

Adopted on the 25/03/19

Article 1 Name of the Society

* 1. The name of the Society shall be Galway University Musical Society, NUI Galway, hereinafter referred to as ‘the Society’.
  2. The Society may be commonly known as GUMS.
  3. The Society exists as a constituent part of the University and is therefore subject to all relevant University and University Societies Coordination Group (USCG) policies and rules.

Article 2 Alliances/Affiliations with External bodies

2.1 The Society is not aligned and/or affiliated with any external bodies.

Article 3 Aims of the Society

3.1 The aims of the Society shall be to:

* Produce an entertaining and high quality show for the student body and the community.
* Keep the society active throughout the year as opposed to focusing solely on one main event.
* Provide a comfortable place for college student to make friends.
* Enable freedom of expression.
* Constantly try to improve the society.
* Develop the strengths of our members.
* Maintain a committee that works together as a team to achieve these goals.

Article 4 Membership

4.1 All current students and current staff of the University shall be eligible to become full members of the Society.

4.1.1 Students and Staff may be prohibited from being a member where they have been subject to a USCG or University sanction prohibiting them from such.

4.2 Any eligible person shall become a member of the Society upon registering with the Society on any Societies’ Day, or using the official societies registration, and payment of appropriate fee if applicable.

4.2.1 Should the Society charge a membership fee, full membership shall be granted upon payment of said fee. The fee shall be determined by the Committee annually, subject to the approval of the Societies Office. All such monies thus received must be lodged in full to the Society’s bank account,

4.2.2 Should the Society be affiliated with a body that charges membership fee, members are not obliged to join the external body and therefore not obliged to pay the membership fee.

4.3 The Society may, subject to approval of the USCG, elect any member or alumni who they deem to have done great service for the Society to be an Honorary Life Member (HLM) in perpetuity of the Society.

4.3.1 An HLM is entitled entry to Society events and speaking rights at regular meetings, but is not entitled to a vote at regular meetings or Annual General Meeting (AGM)/Extraordinary General Meeting (EGM), and is also not entitled to stand for a committee position or any other privileges open to full members.

4.3.2 If an HLM becomes eligible for full membership as per article 4.1 he/she shall have the same privileges as a full member.

Article 5 The Committee

5.1 A Committee shall conduct the business of the Society.

5.2 All members of the Committee shall be required to be full members of the Society.

5.3 All full members of the Society are eligible to be elected to the Committee except those explicitly disallowed hereinafter.

5.3.1 Full members are ineligible to stand for election and/or act as a member of the Committee where they have been subject to a USCG or University sanction prohibiting them from doing so.

5.4 The Committee shall consist of the core members specified in Article 5.5, Additional Specified Committee Members specified in Article 5.6.2, and Ordinary Committee Members as specified in Article 5.7.

5.5 Core Positions

The Core Positions are Auditor, Vice-Auditor, Treasurer and Secretary. The Committee must consist of at least these four positions.

5.5.1 Auditor

The Auditor shall have overall responsibility for the affairs of the Society. The Auditor shall chair all meetings of the Society, save where otherwise provided for in this Constitution. The Auditor has ultimate responsibility of ensuring that all Society requirements are fulfilled.

5.5.1.1 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, except as provided for in Article 10.2. This may or may not be in accordance with their original vote.

5.5.2 Vice-Auditor

The Vice-Auditor must assist the Auditor in the general running of the Society. The Vice-Auditor shall assume the duties of the Auditor should the Auditor be absent or unable to fulfil their duties. The Vice-Auditor may fulfil any general role as defined by the Committee.

5.5.3 Treasurer

The Treasurer will manage the financial affairs of the Society, in consultation with the Auditor and the Committee. The Treasurer will maintain the financial records of the Society. The Treasurer will prepare and present a Treasurer’s Report to the Society at the AGM. The Treasurer must prepare and present the End of Year Financial Report, and all accounts as required by the Societies Office, in accordance with the deadline stated by the Societies Office.

5.5.4 Secretary/OCM

The Secretary shall keep the non-financial records of the Society, and shall submit the End of Year Report. The Secretary is responsible for ensuring that all events are posted to the Societies Calendar. The Secretary shall manage the correspondence of the Society. The Secretary is also tasked with taking minutes off all Committee meetings, general meetings, AGM(s) and EGM(s) during their term of office.

5.6 Additional Specified Committee Members

The Society may create Additional Specified Committee Members (ASCMs). ASCMs of the Society are listed and described in Article 5.6.2 and its sub-articles respectively. Where the Society wishes to create, modify or remove an ASCM, it will be done by means of an amendment to Article 5.6.2 which shall also create, modify or remove a sub-article respectively to effect this change.

5.6.1 In cases hereinafter where it is explicitly stated that an ASCM may be co-opted, the Society may vote to allow the duties and title of an ASCM position to be co-opted by the Committee to a member of the Committee.

5.6.2 The Following ASCMs will be elected/appointed to the Committee: Public Relations Officer, PR Assistant, Schools Liaison Officer/OCM x2, Entertainments Officer, and Outreach Officer/OCM.

5.6.2.1 Public Relations Officer (PRO)

The PRO shall be responsible for publicising the meetings and events of the Society across all media outlets – students, local and national. In addition, it is the job of the PRO to organise the taking of photos.

5.6.2.2 PR Assistant

This officer will work in conjunction with the PRO to promote society activities.

5.6.2.3 Events Officer

Responsible for the organisation of society entertainment and trips – especially parties, the GUMS Ball and the London Trip.

5.6.2.4 Schools Liaison Officers/OCM

Responsible for going to see school shows across the county, providing a judging scheme, and organising an awards ceremony for the schools at the end of the year.

5.6.2.5 Outreach Officer/OCM

Responsible for liaisons with Dramsoc regarding the annual Collaborative Musical, and for any other joint productions which may arise; organising raffle prizes and sponsorship for the main musical programme; choosing the Intervarsities team alongside committee, will be co-opted onto the Intervarsities team and will organise rehearsals, the Intervarsities trip, and liaise with the Host Intervarsities College alongside the Intervarsities OCM chosen by application.

5.6.2.6 New Members Liaison Officer/OCM

To help new/existing members feel safe, happy, and included in events. The New Members Liaison Officer will also have the responsibility of producing the New Members Showcase.

5.7 Ordinary Committee Members

Ordinary Committee Members (OCMs) shall be elected to a maximum of 4 at an AGM/EGM. They shall be full Committee members and will contribute to the quorum and will have a vote on the Committee. OCM tasks may be allocated as required by the Committee.

5.8 Committee Meetings

5.8.1 Meetings of the Committee shall be held at least 4 times during each academic term. All members of the Committee shall be entitled to attend and vote at such meetings.

5.8.2 The quorum for a meeting of the Committee shall be 50% plus 1 Committee members.

5.8.3 Meetings of the Committee shall be convened by the Auditor or by the Secretary; at least 3 days’ notice of a Committee meeting shall be given by the Auditor or Secretary to the members of the Committee.

5.8.4 Meetings may also be convened at the request of 3 or 50% of the Committee, whichever is the larger number, with at least the minimum notice period as per 5.8.3. Failure of the Auditor or Secretary to issue this notice within 5 days of receipt of the request by these members in writing shall entitle these members to issue said notice to the Committee.

5.8.5 All Committee members must be notified by their chosen email and by other means as agreed.

5.8.6 Committee members that fail to attend 3 consecutive Committee meetings, without apologies accepted by the Committee, shall be deemed to have resigned.

5.9 Term of Office of the Committee

The Committee shall hold office for a specific one year term to decided and published by USCG annually. (Currently July 1st – June 30th of the following year).

5.10 The Committee shall have power to elect such other non-voting officers for the carrying out of its objectives. It is the duty of all individual officers in the pursuance of any and all tasks in relation to the society, all officers must do this while also fulfilling the functions of their positions.

Article 6 The Production Team

6.1 The Production Team will be responsible for the production of the Society’s main musical.

6.2 The Production Team will act as a subcommittee.

6.3 All members of the Production Team shall be required to be full members of the Society.

6.4 All full members of the Society are eligible to be elected to the Committee except those explicitly disallowed hereinafter.

6.4.1 Full members are ineligible to stand for election and/or act as a member of the Production Team where they have been subject to a USCG or University sanction prohibiting them from doing so.

6.5 The following positions of the Production Team will be elected by simple majority at an AGM/EGM: Director, Musical Director, Assistant Musical Director, Choreographer, Assistant Choreographer, Head of Sets, Sets Assistant, Head of Costumes~~,~~ and Costumes Assistant.

6.5.1 Director

Responsible for the acting in the main musical and the blocking and directing of performers.

6.5.2 Musical Director

Responsible for performers’ singing and chorus singing, as well as the orchestra for the show.

6.5.3 Assistant Musical Director

Assists the Musical Director in their duties.

6.5.4 Choreographer

Creates and teaches dance routines for the show.

6.5.5 Assistant Choreographer

Helps create and teach dance routines for the show.

6.5.6 Head of Sets

Responsible for the creation of a set for the show and the upkeep of the set building space assigned to the Society.

6.5.7 Sets Assistant

Helps in the creation of the set for the show.

6.5.8 Head of Costumes

Responsible for providing a costume for each performer and keeping costumes clean/ready to wear during the show.

6.5.9 Costumes Assistant

Helps provide costumes for the show and keeps costumes clean and ready to wear.

6.5.10 Stage Manager

The role of Stage Manager is to be responsible for the stage management duties.

Article 7 The Intervarsities Team

7.1 The Intervarsities Team will be responsible for the organisation and production of the Intervarsities cast and performance.

7.2 The Intervarsities Team will act as a subcommittee and will be chosen by application.

7.2.1 The Intervarsities Team must be chosen by the end of Semester One, at a time devised by the Committee of the Society. All applicants must submit with details of prior experience, why they believe they are most suitable for the position, and other questions to be devised by the Committee of the Society.

7.3 All members of the Intervarsities Team shall be required to be full members of the Society.

7.4 All full members of the Society are eligible to apply for the position and will be chosen by application by the Committee except those explicitly disallowed hereinafter.

7.4.1 Full members are ineligible to apply for the position where they have been subject to a USCG or University sanction prohibiting them from doing so.

7.5 The following positions of the Intervarsities Team will be chosen by application by the committee: Director, Musical Director, Choreographer, OCM.

7.5.1 Director

Responsible for the acting in the Intervarsities Team performance and the blocking and directing of performers.

7.5.2 Musical Director

Responsible for performers’ singing and chorus singing as well as the music for the performance.

7.5.3 Choreographer

Creates and teaches dance routines for the show.

7.5.4 OCM

Helps organise the Intervarsities trip and rehearsals alongside the Outreach Officer.

Article 8 Standing Orders of the Society

8.1 The Society does have Standing Orders.

8.2 Should the Society have Standing Orders, this Constitution supersedes any and all provisions in the Standing Orders and takes precedence if there is conflict.

8.3 Should the Society have Standing Orders, the Committee shall furnish a copy of the Standing Orders, and must continue to do so for any amendments or new articles, to the USCG for approval.

8.4 Should the Society have Standing Orders, the Committee shall make available the Standing Orders along with its Constitution on its official Society profile, viewable to all.

Article 9 Annual General Meetings

9.1 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. The Annual General Meeting must be held before the second semester teaching term ends.

9.2 No less than six days’ notice of the Annual General Meeting shall be given to the Society’s members. The date and time of the AGM shall be notified to the Society’s members. This is done by, at a minimum, uploading the date to the Societies Calendar, emailing all members, and by other means as agreed.

Article 10 Extraordinary General Meetings

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

1. Hold an election to fill a vacancy on the Committee, should one arise.
2. Consider a proposal to amend this Constitution or any other governing instrument of the Society.
3. Address any other circumstance not provided for in this Constitution.

10.2 An Extraordinary General Meeting shall be convened:

1. By the Auditor or Secretary
2. By majority (50% +1) decision of the Committee; or
3. On foot of a submission to the Societies Office of a petition signed by not less than 75 members of the Society or 33% of the membership, whichever is smaller. Only the signatures of members who are eligible to vote at general meetings on the date of submission of the petition, as per Article 11.2, may be counted towards the quota of signatures.

10.3 In the case of a resignation or dismissal, or removal as a result of a USCG or University sanction, from the Committee or a Committee members, the Committee shall have power to co-opt any full member of the Society to the Committee until the next general meeting (be it an EGM or an AGM), at which a new officer will be appointed. This must be convened within 4 teaching term weeks from the resignation.

10.4 No less than six days’ notice of the Extraordinary General Meeting shall be given to the Society’s members. The date and time of the EGM shall be notified to the Society’s members. This is done by, at a minimum, uploading the date to the Societies Calendar, emailing all members and by other means as agreed.

Article 11 Election of the Committee

11.1 The Committee of the Society shall be deemed elected at the Annual General Meeting, except where otherwise provided for in this Constitution.

11.2 The Auditor shall appoint a Returning Officer for elections. The Auditor may be appointed as Returning Officer. The Returning Office may not be a candidate in any of the elections. The Returning Officer must not vote, bar to cast a casting vote in the event of a tie. In the event of a tie, the Auditor, where the Auditor is a returning officer, receives a casting vote; in the event where the Auditor is not the Returning Officer, the Auditor receives no casting vote.

11.3 All members who are eligible to vote at a general meeting on the date of an election, as per Article 10.2, shall be eligible for election to the Committee, except as provided for in Article 5.3.

11.4 Candidates for each position on the Committee of the Society must be proposed and seconded by members of the Society at the AGM. The candidates may propose themselves.

11.5 The election of members of the Committee shall take place by secret ballot at the AGM. This, at the discretion of the Returning Officer with the agreement of two-thirds of the membership attending the AGM, may be changed to a show of hands. Should this be implemented it is considered to be a change confined to that specific AGM/EGM and not be deemed a change to the Constitution.

Article 12 Voting at General Meetings

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

12.2 Full members of at least 30 days standing of the Society shall be entitled to vote in motions at general meetings. The Secretary must present the membership list of those eligible to vote at the election.

An exception to this rule is as follows: New members are entitled to vote at the first EGM of the college year if they are members at the time of notification of the EGM to the society’s members. This is no less than six days before the EGM.

Article 13 Resignations from the Committee

13.1 The resignation of any member of the Committee shall be instituted by a letter of resignation to the Secretary of the Society.

13.1.1 In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the Auditor.

13.2 In the case of resignation during term time, the resigning Committee member must handover all Society property, passwords and handover documents to the Committee as per Article 14.1 and, where practical, assist with the induction of his/her replacement.

Article 14 Handover Documents

14.1 Each outgoing officer of the Committee must present Handover Documents at the end of their term detailing the specific roles and responsibilities of their office, and the person(s) with whom they conducted the business of the Society, in order to assist the incoming officer with their development of the Society.

Article 15 Instigation of Disciplinary Action

15.1 The Committee and all members of the Society shall comply with the disciplinary, grievance, bullying and harassment procedures, and all other procedures of the University and the USCG, as may be added to or amended from time to time, with reference to the Societies Complaint Procedure.

15.1.1 Committee members that bring the Society into disrepute may be removed by the Committee, with reference to the Societies Complaints Procedure. This decision is subject to approval from the USCG before taking effect.

15.1.2 Society members that bring the Society into disrepute may be removed from the membership list by a vote of the Committee, with reference to the Societies Complaints Procedure. This decision is subject to approval from USCG before taking effect.

15.2 The following constitute some examples (but are not limited to) of breaches of discipline:

1. Serious of persistent breach of Health and Safety.
2. Bringing the name of the Society into disrepute.
3. Acting against the aims/objectives of the Society.
4. Misappropriation of any funding relating to the Society.
5. Discrimination or harassment.
6. Gross misconduct as interpreted by the USCG.
7. Breaches of any USCG or University policies or procedures.

Article 16 Management of Finance

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

16.1.1 This Constitution also provides for the possibility of an Assistant Treasurer if the Society feels is necessary.

16.2 It is the responsibility of the Treasurer to ensure that all monies received from the University and sponsors are receipted through the Societies Office.

16.3 No Society members may use their membership for personal financial gain. Failure to adhere to this article shall result in NUI Galway disciplinary action.

Article 17 Amendments to the Constitution

17.1 Amendments to this Constitution may be passed at an Annual General Meeting or an Extraordinary General Meeting of the Society.

17.1.1 The change to the Constitution must be proposed and seconded and put to the vote of the members. A proposed amendment is deemed passes by a two-thirds majority of valid poll of full members present at the AGM/EGM, excluding spoiled votes and abstentions.

17.2 Such amendments to this Constitution shall require the formal ratification of the University Societies Coordination Group before taking effect.

17.3 The Society must upload their current ratified Constitution to its official Society profile.

Article 18 Dissolution of the Society

18.1 The Society may be dissolved by a two-thirds majority vote of its membership present at an AGM or EGM.

18.2 The Society may fall into abeyance or be dissolved by a decision of the USCG. The following constitute a non-exhaustive list of grounds for abeyance or dissolution.

1. Failure to submit a Treasurer’s Report, submit receipts for all University grants and provide information for all transactions at the end of the Societies year.
2. Failure to submit a Secretary’s Report at the end of the Societies year.
3. Failure to have a table at Societies Day the following September.
4. Failure to elect four core Committee members by Society Training Weekend.
5. Failure of at least 2 Committee members to attend Society Training without prior acceptance of apologies to the USCG.

18.3 The Society shall fall into abeyance if general activity ceases.

18.4 If the Society remains in abeyance for two consecutive years it will deemed to be dissolved.

Article 19 The Election of a HLM

19.1 An Honorary Life Member is a person who has been an outstanding member in devotion or contribution to the society. A HLM may be nominated and then voted on only at an AGM and must receive at least 80% of the overall votes of members present. They will be members for life and will receive two tickets to each annual show.

Article 20 The Choosing of a Musical

20.1 Any member of the Society should be encouraged to submit a proposal for a specific show in writing to the Secretary. The Committee and Production Team will decide on the viability of the submissions and all Committee and Production Team members are welcome to short-list a minimum of four musicals. Final say on the chosen musical for the forthcoming academic year is at the discretion of the Auditor, Vice-Auditor and members of the Production Team. A minimum of four musicals must be taken into consideration.

20.2 The acceptance of a proposal is at the discretion of the Committee and Production Team. If no proposed musicals are deemed viable, the Committee and Production Team shall be empowered to seek out other viable musicals.

20.4 A decision on the production of the following Spring shall be made no later than June 30th in order to apply for the rights of the selected show.