

# Societies Constitution

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*University Societies Coordination Group, NUI Galway*

## **Dramsoc NUI Galway Constitution**

Ratified on 4/02/2021 by the University Societies' Co-ordination  
Group

Adopted on the 4/02/2021

### **Article 1. Name of the Society**

- 1.1 The name of the Society shall be The Drama Society NUI Galway, hereinafter referred to as 'the Society'.
- 1.2 The Society may be commonly known as: Dramsoc
- 1.3 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 aligned and/or affiliated with the Irish Student Drama Association (ISDA) hereinafter referred to as 'the Body'.
  - 2.1.1 All trademarked and copyrighted materials/property including the name of the Body shall remain property of the Body; and the use of such trademarked and copyrighted materials/property is subject to the consent of the Body.

- 2.2 The Society is a constituent part of the University and where there are alliances and affiliations with external bodies the Society is subject to the USCG Society policy on external affiliation as may be updated from time to time.

### **Article 3. Aims of the Society**

The aims of the Society shall be;

- Provide amateur dramatic productions for the members of the society and of the union.
- Support the development of all forms of drama and dramatic production.
- Provide a forum for the discussion of drama in all its forms.
- Support new writing.
- To provide a platform and space for diverse stories from creatives from all backgrounds and to promote diversity in all fields of theatre.
- Involve all interested members of the university to the fullest extent possible so as to create a richer and more diverse Dramsoc.
- Represent the university at the Irish Student Drama Association (ISDA).
- In all other ways to further the performance and enjoyment of drama at the National University of Ireland Galway.

### **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.
- 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 to 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 the HLM 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 is the society's representative to the union, to other societies and to the outside world. The Auditor has ultimate responsibility of ensuring that all Society requirements are fulfilled. The auditor will sit on the Irish Student Drama Association (ISDA) council.

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 9.2 . This may or may not be in accordance with his/her 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 & the Committee. The Treasurer will maintain the financial records of the Society. The Treasurer is responsible for the Dramsoc Bank accounts (currently NUIG Bank of Ireland). All decisions of a financial nature are at the discretion of the treasurer, unless overruled by a quorum committee meeting. 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

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 of all Committee meetings, general meetings, AGM(s) & 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 may 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, Public Relations Assistant, Events/Student Development Officer, Productions Officer, Head Technician, Head of Sets, Head of Photography and Digital Archiving, Head of Costumes and Make-Up, ISDA Representative, New Members Representative, Theatre Week Co-Ordinator, Inclusivity/Outreach Officer and ISDA Director (On years NUIG host the Irish Student Drama Association festival only).

### 5.6.2.1 Public Relations Officer (PRO)

The PRO shall be responsible for publicising the meetings and events of the Society both within the University and outside it. The PRO is responsible for overall communication. PRO is responsible for graphic design and editing. They are responsible for liaising with directors and facilitating promotional ideas to work towards developing the overall promotional work for all productions by the society. The PRO can bring in a working group to assist in the workload at their discretion.

### 5.6.2.2 Public Relations Assistant (PRA)

The PRA is responsible for assisting the PRO with all society publicity within the university and outside it. The division of responsibilities shall be left to the discretion of the PRO/PRA team. In the event of a disagreement, the Public Relations Officer (PRO) holds authority.

### 5.6.2.3 Events and Student Development Officer (SDO)

The Events Officer is responsible for organising non-production social events for the society's members, except where otherwise proved for in this constitution or decided by the committee. The Events and SDO is also responsible for the running of Front of House for each of the society's productions, at the discretion of the committee. The Events and SDO is responsible for organising workshops and other non-production events that contribute to the development of members' skill sets in the society. They are responsible for encouraging society membership from all faculties and departments of the university to work towards the development of the society with an emphasis on overcoming creative and artistic limits.

### 5.6.2.4 Productions Officer

The Productions Officer will oversee the safe and correct use of all venues used by Dramsoc productions. The Productions Officer will liaise with directors and producers to assist in any necessary aspects of the production. They are responsible for the overall safety and standard operating procedures of the productions. The Production Officer will oversee all Stage Managers and is responsible for all stage areas used by the society.

5.6.2.4.1 The Productions Officer reserves the right to refuse the running of a production if the relevant documentation is not presented by the stated deadline.

#### 5.6.2.5 New Members Representative/OCM

New Members Representative/OCM is responsible for representing new members of the society on the committee. The New Members Rep encourage the involvement of new members and be a point of contact between the first-year members (prospective members included) and committee. The New Members Rep will also take on the responsibility of producing the Fresher's Play(s)

#### 5.6.2.6 ISDA Representative

The ISDA representative is to represent NUIG at the Irish Student Drama Association (ISDA). The ISDA Representative is responsible for organising a judging panel for NUIG's production selection and attending meetings held by the ISDA hosts. The ISDA Representative is responsible for reporting ISDA updates to the main committee. The ISDA Representative will sit on the Irish Student Drama Association (ISDA) council.

#### 5.6.2.7 Theatre Week Co-ordinator

The Theatre Week Co-ordinator is to manage the organisation and running of Theatre Week alongside the auditors. The Theatre Week Co-ordinator will also act as an OCM.

#### 5.6.2.8 Head Technician

The Head Technician is responsible for overseeing all technical aspects of the society's activities. The Head Technician will work to create and teach a team of technicians for Dramsoc productions. The Head Technician will work with the Head of Sets and the Head of Costumes and Makeup to maintain and ensure maintenance of Dramsoc spaces.

#### 5.6.2.9 Head of Sets

The Head of Sets is responsible for overseeing the maintenance and acquisition of all Dramsoc sets and sets equipment and prop resources. The Head of Sets must ensure the safe use of this equipment in the designated storage/workshop areas. The Head of Sets is also responsible for liaising with the Galway University Musical Society's sets team. The Head of Sets will take responsibility for all scenic workshop and storage areas and their maintenance, standard operating procedures and will sure training and/or supervision is provided for scenic workers if needed. The Head of Sets will work to build up a store of properties with a view to future productions. They will be responsible for ensuring that all items are returned to the store after each production. The Head of Sets will work with the Head Technician and the Head of Costumes and Makeup to maintain and ensure maintenance of Dramsoc spaces.

#### 5.6.2.10 Head of Costumes and Make-Up

The Head of Costumes and Make-Up is responsible for Dramsoc's costume and make-up resources. The Head of Costumes and Make-Up is to work to build a store of costumes with a view to future productions. An inventory is to be made of these costumes. They may be lent out to productions by request only. The Head of Costumes must ensure that all items are returned to the store after each production. The Head of Costumes and Make-Up must keep track of said costumes, their maintenance and their storage. The Head of Costumes and Make-up must ensure that the Dramsoc Make-Up is kept in good condition. The Head of Costumes and Make-Up will work with the Head Technician and the Head of Sets to maintain and ensure maintenance of Dramsoc spaces.

#### 5.6.2.11 Head of Photography and Digital Archiving

The Head of Photography and Digital Archiving is responsible for taking or organising the taking of photographs for the purpose of archival sake. The Head of Photography and Digital Archiving must attend at least one rehearsal per production, the final dress rehearsal and society events. If they cannot attend themselves, the responsibility is on them to organise another photographer.

#### 5.6.2.12 Inclusivity/Outreach Officer

The inclusivity/outreach officer shall ensure that Dramsoc's aim of producing diverse theatre that is accessible to all is carried out. The Inclusivity/Outreach Officer will facilitate events and projects that aim to improve inclusivity within the society. The inclusivity/outreach officer will liaise internally with production teams to ensure that productions are carried out in a respectful manner. The inclusivity/outreach officer shall liaise externally with other societies and external bodies to ensure that Dramsoc is an open and welcoming space for all.

#### 5.7 Ordinary Committee Members

Ordinary Committee Members (OCMs) shall be elected to a maximum of 4, at an AGM/EGM. At least one of these must be a first year student elected at the beginning of the academic year. 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 weekly 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 half the committee plus one Committee members.

5.8.3 Meetings of the Committee shall be convened (called) by the Auditor or by the Secretary.

5.8.4 Meetings may also be convened at the request of 3 or 50% of the Committee, whichever is the larger number. Failure of the Auditor or Secretary to issue notice of said meeting 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 or 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 be decided and published by USCG annually (Currently July 1<sup>st</sup> – June 30<sup>th</sup> of the following year).

### **Article 6 Subcommittees**

6.1 Any subcommittees may be set up annually at the discretion of the existing committee in any area the committee deems necessary. A subcommittee must be chaired by a full committee member.

## **Article 7. Plays**

7.1. Dramsoc will present a number of productions for its members, other students and interested persons each semester. These plays must be proposed to the committee and must be approved by majority vote of the committee.

7.2 Auditions: When auditions are being conducted the director must allow any member of the society to audition for any role if they so wish.

7.2.1 Group auditions may take place at the discretion of the director(s) involved.

7.2.2 Dramsoc recognises pre-casting may lead to the society being viewed as a “gated community”. This practise is forbidden. Members must audition in order to be eligible for casting.

7.3 Dramsoc stages plays under the banner “Dramsoc presents...”. This will be displayed on all related publicity along with the Dramsoc logo. Such productions will be put on solely by Dramsoc members, and will be produced entirely by Dramsoc.

7.3.1 Dramsoc may assist financially or otherwise with productions staged by other groups or companies under the banner “...in association with Dramsoc”.

## **Article 8. ISDA**

8.1. Dramsoc reserves its traditional right to represent the university at the Irish Student Drama Association and to nominate a representative to the ISDA Council each year, who also hold the position of ISDA Representative on the committee.

8.2 Selection of plays: Any director may nominate their play to go to ISDA. Adjudicators will be appointed by the committee to judge the plays on their merits. Adjudicators must rank plays in order and present results to the members of the society. The Adjudicators decisions are final. In the event that a play is pulled from the festival, the next play on the list will be given the first refusal to take part.

### **8.3 ISDA Festival Director**

In years in which NUIG hosts the ISDA festival, the role ISDA director will be selected by a panel consisting of auditor, vice auditor, ISDA rep, society’s officer and SU societies’ chairperson. ISDA director organises and oversees the ISDA festival and the ISDA subcommittee. Applications should be submitted via the Dramsoc email. It is not required for the Festival Director to be a registered student within the college.

## **Article 9. Annual General Meetings**

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

9.1.2 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:
- (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.
- 10.2 An Extraordinary General Meeting shall be convened:
- (i) By the Auditor or Secretary
  - (ii) By majority (50% +1) decision of the Committee; or
  - (iii) 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 a vote at General Meetings on the date of submission of the petition, as per Article 10.2, 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 of a Committee member, the Committee shall have the 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 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 appoint themselves as returning officer. The Returning Officer may not be a candidate in any of the elections. The Returning Officer must not vote, but to cast a casting vote in the event of a tie. In the event of a tie, the Auditor, where the Auditor is the 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 a vote at General Meetings 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. They will be invited to accept their nomination. Candidates will be invited to give an election speech to society members. This speech will be subject to a time limit.



- 11.5 The election of members of the Committee shall take place by secret ballot at the AGM. This, at the discretion 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 secret ballot for positions and a show of hands for changes in the constitution 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.
- 12.3 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 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 12.1 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 the outgoing officer's term detailing the specific roles and responsibilities of their office, and the person(s) with whom the outgoing officer 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 Complaints 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.

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

- (i) Serious or persistent breach of Health and Safety.
- (ii) Bringing the name of the Society into disrepute.
- (iii) Acting against the aims and/or objectives of the Society.
- (iv) Misappropriation of any funding relating to the Society.
- (v) Discrimination or Harassment.
- (vi) Gross misconduct as interpreted by USCG.
- (vii) 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 it 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 Member 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 to be passed by a majority of full members present at the AGM/EGM.

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 decision of the USCG. The following constitute a non-exhaustive list of grounds for abeyance or dissolution.

- (i) 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.
- (ii) Failure to submit a Secretary's Report at the end of Societies year.

- (iii) Failure to have a table at Societies Day the following September.
- (iv) Failure to elect four core committee members by Society Training Weekend.
- (v) 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 be deemed to be dissolved.

18.5 On dissolution of the Society, all the Societies assets, including intellectual property and virtual rights, shall become the property of the University.