

CONSTITUTION

(updated 18/06/12)

On the 18th of June 2012, the members of the Reading University Drama Society approved a new constitution that was drafted by the committee and released for consultation during the month of June.

CONTENTS

SECTION I: GENERAL

Page 3

SECTION II: AIM

Page 3

SECTION III: POWERS

Page 4

SECTION IV: MEMBERSHIP

Page 4

SECTION V: COMMITTEES

Pages 4-8

SECTION VI: ELECTIONS

Pages 8-9

SECTION VII: GENERAL MEETINGS

Page 9

SECTION VIII: PROPOSALS

Page 10

SECTION IX: PRODUCTIONS

Pages 10-11

SECTION X: FINANCE

Page 11

SECTION XI: DISSOLUTION

Pages 11-12

SECTION XII: CHANGE OF CONSTITUTION

Page 12

SECTION I: GENERAL

- 1.1** The name of the society shall be Reading University Drama Society, hereinafter to be referred to as RUDS. RUDS shall be an integral part of RUSU Clubs and Societies and shall operate in accordance with the Constitution of Reading University Students' Union.

SECTION II: AIM

- 2.1** The aim of RUDS shall be to give Reading University students the opportunity to become involved in all aspects of theatre by;
- 2.1.1** Facilitating several theatrical productions over the course of the academic year, with an aim of as many productions as resources and time allow, incorporating established, original, and improvised works.
 - 2.1.2** Ensuring all the membership have an equal voice within the society and potential for participation, in whatever aspect of theatre they are interested in, be it writing, production, direction, stage-management, on the technical or acting or promotion side.
 - 2.1.3** Sustaining and improving substantial channels of communication enabling all available information to be passed on to the membership and encouraging feedback.
 - 2.1.4** Creating an environment that encourages the initiation of new and innovative projects as well as involvement in projects that utilise the established traditions and knowledge of the society.
 - 2.1.5** Forging links within the University itself on both the Whiteknights and London Road Campuses, including different Departments and other clubs and societies.
 - 2.1.6** Forging links with other dramatic bodies both locally and beyond.
 - 2.1.7** Maintaining and improving our existing assets such as costumes, make-up, props and scenery.
 - 2.1.8** Publicising the work of the society within the university and the local community as a whole.
 - 2.1.9** Recognising that the society is more than just its current dramatic productions and therefore holding regular social events to maintain a strong sense of being part of the society even if not involved in its current activities, with exception to private functions.

SECTION III: POWERS

- 3.1** For the furtherance of this aim, RUDS will;
- 3.1.1** Democratically establish a representative committee, who will be accountable to the membership.
 - 3.1.2** Raise money to pay for RUDS' activities.
 - 3.1.3** Make such payments as may be necessary.
 - 3.1.4** Provide equipment to support our own productions, and to assist other societies in their ventures.
 - 3.1.5** Enforce the adherence to the letter and spirit of this and the RUSU constitution by both individual members and the society as an entity. If there is a contravention of either of the constitutions, complaints will be heard and considered, and appropriate action taken.

SECTION IV: MEMBERSHIP

- 4.1** Membership shall be in accordance with the RUSU constitution.
- 4.2** All members of RUDS are entitled to the rights and benefits listed in this constitution. These rights and benefits will not be afforded to non-members. Any member may participate in productions, stand for committee, vote in elections and general meeting motions, and receive a special price concession on all RUDS productions. Every member will be issued with an appropriate membership card.
- 4.3** Non-Student Members are not permitted to vote in elections, nor stand for committee, as is detailed in the RUSU Clubs and Societies Constitution, except in cases that have been agreed on by both the committee and the appropriate RUSU Executive Officer.

SECTION V: COMMITTEES

5.1 The Society will be served by a committee of elected peers, hereinafter known as the Committee.

5.2 The duties of the Committee will be;

5.2.1 To monitor and regulate the financial aspects of the society to include approving funds and financial budgets.

5.2.2 To make sure that all possible modes of communication are active from both committees to the membership and vice versa.

5.2.3 To ensure that all of the society's projects are being carried out as initially approved.

5.2.4 To accept in principle any proposals except those that are impractical or unconstitutional.

5.2.5 To take any action it deems appropriate upon a complaint contravening the letter of the spirit of the constitution.

5.2.6 To discuss, debate and decide all proposals.

5.2.7 To plan and approve events.

5.2.8 To discuss constitutional change, present such change to RUSU, and bring it to vote with the entire membership.

5.2.9 To offer expertise and opinion.

5.2.10 To produce a timetable of events and projects early into the committee's term of office.

5.3 The Committee shall consist of at least 6 officers including;

5.3.1 **PRESIDENT/ARTISTIC DIRECTOR**

5.3.1.1 The official representative of the society who is responsible for its overall running. The President will set the artistic direction for the society, and has the power of tiebreak in committee meetings.

5.3.1.2 Will chair Society and Committee meetings and be aware of all societal events and ensure they are running smoothly as well as ensuring that all roles in the society are being performed as they were undertaken.

5.3.1.3 The President must also sit on the Joint Standing Committee of the Council and Senate on the Arts.

5.3.1.4 Will represent artistic side of productions and society to include actors, writers, directors, costumers and dancers etc.

- 5.3.1.5** Should display a strong knowledge of the facilities and resources available to the artistic side of the society.
- 5.3.1.6** Will be aware of those whose interest is in the aspects of theatre.
- 5.3.1.7** Will set and plan the agenda of committee meetings.
- 5.3.1.8** Will be the main contact point with the Student's Union.
- 5.3.1.9** Be a signatory for the RUDS finance account and ensure reimbursements are orders are made in a timely manner (shared with the Treasurer).

5.3.2 SECRETARY

- 5.3.2.1** Will keep, uphold and be aware of all the society's non-financial records such as minutes, proposals, agendas, the newsletter, membership lists and production memorabilia. Will ensure there is a proper handover of all this information each year.
- 5.3.2.2** Will receive proposals of all forms.
- 5.3.2.3** Will administer elections and other societal votes.

5.3.3 TREASURER

- 5.3.3.1** Will monitor finances of the society.
- 5.3.3.2** Will prepare budgets for approval.
- 5.3.3.3** Will attend production meetings as financial advisor.
- 5.3.3.4** Be a signatory for the RUDS finance account and ensure reimbursements are orders are made in a timely manner (shared with the President).

5.3.4 MARKETING OFFICER

- 5.3.4.1** Will ensure the society is aware of events via notices and announcements for members and communicate with other bodies such as the Students' Union, companies and Art's Diary.
- 5.3.4.2** Will monitor the image of the society both on and off of campus and ensure the image the society wishes to portray is upheld.
- 5.3.4.3** Will organise the Freshers' Fayre and other such events.
- 5.3.4.4** Engage with students within the society who are interested in marketing.
- 5.3.4.5** Will work with production teams to draft programmes and design/order promotional material.
- 5.3.4.6** Manage the various online mediums of the society: Facebook, twitter, RUDS website etc.

5.3.5 TECHNICAL CONSULTANT

- 5.3.5.1 Will represent the technical and production side of society, to include set, lighting, sound, stage management, crew and producers.
- 5.3.5.2 Will be aware of those interested in technical aspect of the theatre.
- 5.3.5.3 Will be responsible for all the lighting, sound and other technical equipment in the possession of RUDS.
- 5.3.5.4 The Technical Consultant must ensure that they, or an appointed person, are available to supervise the use of such equipment during RUDS productions, as well as to advise other users on matters pertaining to that equipment and its use, if possible.
- 5.3.5.5 Other technical representatives are answerable to the Technical Consultant.
- 5.3.5.6 Will ensure there is technical representation at all production meetings.

5.3.6 VICE-PRESIDENT (VP), MANAGING DIRECTOR

- 5.3.6.1 Will be deemed to be Safety Officer for RUDS.
- 5.3.6.2 The liaison between RUSU, other dramatic organisations, societies, and University authorities. The Managing Directing will organise official bookings, and is responsible for the safety of the society and its members.
- 5.3.6.3 Will be responsible for all the lighting, sound and other technical equipment in the possession of RUDS.
- 5.3.6.4 The Technical Consultant must ensure that they, or an appointed person, are available to supervise the use of such equipment during RUDS productions, as well as to advise other users on matters pertaining to that equipment and its use, if possible.
- 5.3.6.5 Other technical representatives are answerable to the Technical Consultant.
- 5.3.6.6 Will ensure there is technical representation at all production meetings.

5.3.7 The producers of all current productions will also be expected to attend these meetings and will be subject to the same disciplinary procedures in the event of absence as the rest of the committee (see 5.6).

5.3.8 Other roles that are not central to the society, but are recommended to ensure smooth running of RUDS include a **Social Secretary**, a **Creative Consultant** (to work with the Artistic Director on ensuring the artistic vision of RUDS is proceeding smoothly), **Property Manager** (to categorise and ensure the proper up keeping of all RUDS property, including props, costumes, and technical equipment).

5.4 The meetings of this committee will be held weekly and minutes will be taken and published before the next meeting. Absence from committee twice in a row without credible apology will result in a Committee review of the position. Three consecutive absences without apology will result in dismissal and re-

election. Apologies are characterised by illness, personal crisis, and outstanding degree commitments. Apologies are to be made to both President and Secretary via telephone call. Apologies must be received one day in advance of committee meetings.

- 5.5** All Officers on committee will have equal vote. A quorum of no less than half the committee is necessary to verify a decision. In the event of a tie, the President has a tiebreaker vote, as is stipulated in the RUSU Clubs and Societies Constitution.
- 5.6** Any member of the society may attend a committee meeting.
- 5.7** The officers and committee members shall be elected for a period of one year by members at a General Meeting (see Elections).
- 5.8** The President and the Secretary are obliged to attend compulsory meetings set by RUSU. Two representatives from the Committee are obliged to attend voluntary meetings that impact the society (e.g. RUSU Training Schemes, Arts based meetings). If space is unavailable for more than one committee member, it shall be the case that the secretary is preferred attendee.
- 5.9** Rules governing sub-committees are as follows;
- 5.9.1** The Committee may set up any sub-committee it deems necessary. Once the sub-committee begins planning for a definite event or utilising the society's finances then it is a production team and need to be open to the democratic process.
- 5.9.2** One administration's sub-committees are not binding upon the next.

SECTION VI: ELECTIONS

- 6.1** All committee positions will be voted for on an elections night.
- 6.2** The quorum for election night will constitute at least 25% of the total membership, as is necessary at any other General Meeting.
- 6.3** The out-going secretary shall announce the election rules, dates and positions open. Votes shall be counted by two non-standing members of the committee.

- 6.4** The details of the candidates should be available to the membership to read at least two days prior to the election night.
- 6.5** The election night should run as follows;
- 6.5.1** Hustings speeches by each of the candidates, and questions from the floor.
 - 6.5.2** A secret ballot of all members.
 - 6.5.3** Announcement of results.
- 6.6** Election for all positions shall be by First Past The Post.
- 6.7** In the case of a re-election, candidates should be given at least two weeks to stand; candidate details should be available five days prior to voting and the re-election should take place as part of a Committee meeting.

SECTION VII: GENERAL MEETINGS

- 7.1** An Annual General Meeting shall be held at the end of each Spring Term, and coincide with the election of a new committee.
- 7.2** A General Meeting will be held each term. A quorum for such a meeting will constitute 25% of the total membership and approval of motions requiring a majority of the attending members.
- 7.3** These meetings will include committee reports from all members of the Committee.
- 7.4** A proposal (which may include the rejection of any committee decision) may be made by any attending member at such a meeting and if seconded must be voted upon by all attending members.
- 7.5** An Extraordinary General Meeting may be called at any time at the request of the committee, or by 25% of the society's members. Notice of all Extraordinary General Meetings must be given through the Committee, and be publicised in accordance with this constitution.
- 7.6** These Extraordinary General Meetings will be based on a pre-published agenda which should be posted at last 5 days prior to the meeting.

SECTION VIII: PROPOSALS

- 8.1** A proposal is understood as an application by an individual member or group of members to the society stating an intention of action that requires RUDS support. This therefore include project additions to the calendar, social events, constitutional change, large scale expenditures outside of production as well as petitions for particular productions and applications for the positions of director and producer.
- 8.2** Any member may make a proposal for the Committee to discuss. All proposals must be handed to the Committee for constitutional and practical verification, as well as addition to the agenda.
- 8.3** Early into the Committee's administration a timetable proposal must be made in which the society's intentions for the forthcoming year are stated, including projects and events.
- 8.4** All proposals must be in written form, available to the membership at least five days prior to the Committee meeting in which it will be discussed.
- 8.5** A member making a proposal must be available to be questioned by the Committee.
- 8.6** All choices of production, director and producer must be voted for by the Committee in proposal form.

SECTION IX: PRODUCTIONS

- 9.1** A production must have a production team which must consist of at least:
- 9.1.1** The Producer.
 - 9.1.2** The Director.
 - 9.1.3** The Stage Manager.

- 9.1.4** The Marketing Officer (from the Committee or a delegated body thereof).
- 9.1.5** The Technical Consultant (or an elected body thereof).
- 9.1.6** The Treasurer.
- 9.2** The President and Treasurer cannot assume the role of Producer, Director or Stage Manager in the same production. The roles of Producer, Director, Stage Manager and leading roles are mutually exclusive within the same production.
- 9.3** The Committee must decide upon the Production, Director and Producer and later approve the Stage Manager, although the Production Team must find and initially select this person.
- 9.4** All productions must take note of the rehearsal guidelines, and adhere to the rehearsal rules as set out in the RUDS Rehearsal Rules and Guidelines document.

SECTION X: FINANCE

- 10.1** The treasurer shall keep proper accounts of the finances of the society. When requested, the treasurer shall present a statement of the accounts to the committee. Acceptance of these accounts by the committee shall be recorded in the minutes.
- 10.2** All cheques shall be issued by RUSU.
- 10.3** At the end of the financial year the treasurer shall prepare accounts which shall be made available for inspection by any member of the society.
- 10.4** The funds of RUDS shall only be used for the purposes of RUDS and no payments shall be made to any members except as repayment of expenses properly incurred on behalf of RUDS.

SECTION XI: DISSOLUTION

- 11.1** If either:
- 11.1.1** Members vote for dissolution.
 - 11.1.2** If the society has less than 15 members.
 - 11.1.3** If there is no Annual General Meeting.
 - 11.1.4** If disciplinary action is taken by RUSU.
- 11.2** In the event of dissolution funds or equipment remaining after all debts have been paid shall be the property of RUSU.

SECTION XII: CHANGE OF CONSTITUTION

- 12.1** This Constitution may be altered only if:
- 12.1.1** Two thirds of the members present at a General meeting vote in favour of changing, and
 - 12.1.2** The alteration is approved by the appropriate RUSU executive officer.
- 12.2** Proposed changes must be available for viewing to the membership at least seven days prior to the General Meeting vote.

This constitution was approved by the members of the Reading University Drama Society on 18/06/2012.

Approved by President (Jack Thompson) and Secretary (Megan Turnell).