**SGUL Theatre and dramatic society constitution**

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14. **Name** 
    1. The Society’s name shall be The SGUL Theatre and Dramatics Society
15. **Aims and objectives**
    1. The aim of the society shall be to organise an annual play performance and also regular theatre trips and social events
    2. The aim shall be achieved by appointing directors and a producer to manage delivery of the play and an events manager for organising theatre trips and social events.
16. **Membership**
    1. Membership of the society will be open to all members of SGSU in accordance with SGSU constitution and policy.
    2. Members of the society shall act in accordance with SGSU constitution and policy.
17. **Subscriptions and fiancé**
    1. A membership fee is required from all society members. The society officials shall determine this fee and are responsible for its collection.
    2. The society’s financial matters shall be dealt with in accordance with SGSU constitution and policy.
18. **Society Officials**
    1. An elected committee will conduct the running of the society.
    2. The committee shall ensure that the society abides by this constitution.
    3. The committee will consist of the following officers who shall be members of SGSU:

* President
* Vice president
* Treasurer
* Secretary
* Events Manager
* ½ Director/s
* Producer
  1. The committee will serve for one academic year

1. **Duties of Society Officials** 
   1. The society president is responsible for:

* Ensuring the committee meets regularly
* Other committee members and appointed directors/producer are aware of and carry out their duties
* Serving as a point of contact with the SU and members
* To ensure an annual report on society activity is submitted to the SU before the end of each academic year
* To organise a committee meeting at the beginning of the year to determine an agenda for the society activity
* To ensure that the society is represented at the freshers’ fayre.
  1. The society Vice-president is responsible for:
* Assisting the president with his/her duties and standing in for the president in the event that he/she is unable to carry out their duties
  1. The society treasurer is responsible for:
* Collection and management of membership fees
* Claiming for expenses and ensuring that money is paid and received as necessary
* Writing a financial report on society activity of the members
  1. The society secretary is responsible for:
* The keeping of minutes at committee meetings
* Holding the rest of committee to account for their actions
* To maintain and defend the society constitution
* Assisting in organising and publicizing aspects of plays, trips and social events
  1. The society event manager is responsible for:
* Organising theatre trips for the membership that are both suited to the interest and price range of the membership
* Organising regular social events for the membership
  1. The Directors and producer are responsible for:
* Managing and producing an annual play
* Appointing any further positions required for the successful delivery of the play.

1. **meetings** 
   1. The society committee shall meet regularly during term time.
   2. Regular committee meetings are required to discuss all society matters. Minutes shall be made available to SGSU for ratification.
2. **Voting**
   1. This will take place for the election of officials and any other issue that the society deems of importance.
   2. Only paid society members will be entitled to vote
   3. All votes on committee positions will be via a secret ballot.
   4. Any upcoming election must be announced to all members via email and all other social media in use no less than 1 week in advance of the election. This announcement must contain information on what time the roles available are and what they entail.
   5. Any person desiring a committee position must inform the returning officer no later than 1 day before the proposed election.
   6. Information on who is running for which position will be circulated to the membership via email and social media no later than election
   7. The results of any election shall be passed on to societies officers and the general secretary of SGSU at the earliest opportunity.
   8. In the event that a committee member is felt to be not performing their role. A motion of no confidence can be brought against them. This requires 50% of the membership to join a petition against them. Once the threshold is reached and handed to the secretary, an EGM will be organised no sooner than 1 week from receiving the petition. The person facing the motion will be given no shorter than 1 weeks’ notice of the meeting and will have an opportunity to defend themselves at the EGM.
   9. In the event of a motion of no confidence at an AGM or EGM a simple majority (>50%) will pass the motion. The committee member in question will be removed from office and a by-election held.
   10. By-elections – require 1 week of notice given to the membership of the position(s) available. Members to be notified of the hustings and election night(s) at least 1 week in advance. Members also require 1 days’ notice of the candidates running for election before the meeting.
3. **Changes to the society constitution** 
   1. Changes can be implemented if a two-thirds majority is obtained at an annual or extraordinary general meeting of the society
   2. Any changes shall be deemed provisional until passed to the Societies Officer and the General Secretary of SGSU at the earliest opportunity and subsequently ratified.
   3. Any paid member of the society can propose changes to the constitution.
4. **Societies Complaints Procedure** 
   1. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
5. **SGSU commitments** 
   1. The society shall adhere to SGSU Constitution and policy.
6. **Discipline** 
   1. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and policy.
7. **Declaration**

**I declare that SGUL Theatre and Dramatics Society shall abide by this Constitution, drawn up on this 28th Day of the 6th month, 2014.**

**---------------------------------- (sign print and date) Society President**

**I declare that this Constitution has been ratified by SGSU and the SGUL Theatre and Dramatics society is hereby recognized by SGSU**

**--------------------------------- (sign print and data) SGSU Societies Officer**

**--------------------------------- (sign print and date) SGSU General Secretary)**