**Musical Society Constitution**

**Contents**

1. Name
2. Aims and Objectives
3. Membership
4. Subscription and Finance
5. Club/Society Officials
6. Duties of Club/Society Officials
7. Meetings
8. Voting
9. Constitutional Changes
10. Complaints Procedure
11. SGSU Commitments
12. Discipline
13. Declaration
14. **Name**
    1. The Society’s name shall be “St. George’s Students’ Union Musical Society”.
15. **Aims and Objectives**
    1. The aims of the Society shall be to produce one, high quality musical show per year. To develop the musical spirit inherent in a student of St. George’s and to encourage teamwork and commitment towards a common goal.
    2. The aims shall be achieved by the performance of a different musical every year in George’s. The produce and director have the responsibility to get the rights to perform the musical from an outside company.
16. **Membership**
    1. Membership of the Society will be open to all members of SGSU and affiliate members in accordance with SGSU Constitution and Policy.
    2. Members of the Society shall act in accordance with SGSU Constitution and Policy.
17. **Subscriptions and Finance**
    1. The Society’s financial matters shall be dealt with in accordance with SGSU Constitution and Policy.
18. **Society Officials**
    1. A Committee will be nominated by current officials on the day of the annual general meeting (AGM) and ratified by members at aforementioned meeting.
    2. Appointed committee will conduct the running of the Society.
    3. The committee shall ensure that the Society abides by this Constitution.
    4. The committee will consist of the following officers who shall be members of SGSU:
       * Director
       * Producer
       * Music Director
       * Secretary
       * Social Secretary(s), maximum of 2
       * Vocal Coach
       * Choreographer (optional, down to the director’s discretion)
    5. The committee will serve for one year, following their election.
19. **Duties of Society Officials**
    1. The Director(s) is/are responsible for:
       * Ensuring that the Society abides by SGSU Constitution and Policy.
       * Liaising with SGSU for any reason
       * Ensuring that shows are performed to a high standard, by organizing rehearsals, and liaising with the Societies Officers where necessary
       * Selecting the cast for a show through an audition process
       * Selecting a producer, secretary, vocal coach and dance choreographer.
       * General promotion for the Musical and its aims and objectives
       * Recognising the achievements and dedication of any member with nomination SU award
    2. The Producer is responsible for:
       * Ensuring arrangements are in place to allow a show to be performed: booking of rehearsal space, booking of performance space etc.
       * Organizing smooth running of shows (along with director); backstage crew members, props teams staging, lighting, sound effects and costume teams
       * Organizing promotion and ticketing material
       * Acting as the Society Treasurer, and to liaise with SGSU regarding any financial matter
       * Recognising the achievements and dedication of any member with nomination SU award
    3. The Music Director is responsible for:
       * Organising the band for the show(s)
       * Ensuring rehearsal spaces for the band are booked
       * Working with the Vocal Coach and Director on the music of the show
       * Organising a conductor for the band
    4. The Secretary is responsible for:
       * Recording minutes of meetings
       * Distributing action plans from meetings to Committee Members
       * Selecting and organising the 24 Hour Musical in consultation with MD
       * Supporting other committee members with their jobs
    5. The Social Secretaries are responsible for:
       * Planning the Musical social calendar with an aim to engage all members and potential members of the society for the duration of the academic year
       * Upholding and organising Musical traditions, including but not limited to Producer’s Punch at parties (in conjunction with the Producer), curries, anti-valentines event, Musical circles and post-show after parties and the Tony Awards ceremony (in conjunction with the committee)
       * Actively promoting social events to the relevant parties (including alumni, where indicated)
       * Engaging with the membership as much as possible to fulfil the social needs of the society
       * To liaise with and continue to foster relations with other societies, coming together to organise joint socials where appropriate (e.g. Theatre trips)
    6. The Vocal Coach is responsible for:
       * Teaching and supporting the cast with the musical numbers
       * Working with the Director and Music Director with regards to music
       * Carrying out singing auditions together with the Music Director during the cast selection process
20. **Meetings**
    1. The Society Committee shall meet regularly during term time.
    2. The Society shall hold an AGM between the last show of the main musical and Tony’s (St. George’s Musical Awards Ceremony).
       * AGM will be chaired by the Producer. Should he/she wish to run for a committee position, AGM will be chaired by another member of the committee, determined by the committee before the meeting.
       * Director, Music Director and Social Secretaries –

Anyone who wishes to stand will submit their own name 3 days before the AGM (Social Sec can be a paired role). A list of candidates will be emailed to all members of the society.

During AGM, candidates will get 3 minutes to make a pre-prepared speech supporting themselves for the role. The remaining candidates will be out of the room while a candidate is giving their speech.

Following the speeches, there will be discussion time then question time with the candidates out of the room (length of which will be up to the committee's discretion and to be decided before the night). The floor will be opened for the society to ask questions, but each question must be answered by every candidate (a time limit for this will be decided before the night according to the number of candidates).

An anonymous paper vote will then occur – everyone can vote for director, MD and social secretary(s). In the case of MD, everyone has the option to abstain from the vote

RON will also be an option on the voting paper. If there are no candidates for the role, or if there is a majority vote for RON then self-nomination will reopen on the night of AGM.

* + - Producer, Secretary, Vocal Coach and Choreographer – to be chosen by the Director
  1. Regular Committee meetings are required to discuss all Society matters. Minutes shall be made available to SGSU for ratification.

1. **Voting**
   1. This will take place for any issue that the Society deems of importance.
   2. Only Society members will be entitled to vote.
   3. The results of any election shall be passed to the Societies Officer and the General Secretary of SGSU at the earliest opportunity.
   4. Members of the society who are on the outgoing Creative Team or who are in the band can cast a double weighted vote for the selection of the new Music Director. All other members of the society will have a single weighted vote.
2. **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. **Societies Complaints Procedure**
   1. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
4. **SGSU Commitments**
   1. The Society shall adhere to SGSU Constitution and Policy
5. **Discipline**
   1. Any disciplinary matters shall be dealt with in accordance with SGSU Constitution and Policy.
6. **Declaration**

I declare that the Musical Society shall abide by this Constitution, drawn up on this day of the this month, 2017

Megan Benson 21/3/2017 *Director*

Sign, Print and Date

I declare that this Constitution has been ratified by SGSU and the

Musical Society

Is hereby recognized by SGSU

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *SGSU Sports/Societies Officer*

Sign, Print and Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *SGSU General Secretary*

Sign, Print and Date