**St. George’s Stagecraft Society Constitution**

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**Society Constitution**

1. **Name**
   1. The Society name shall be ‘St. George’s Stagecraft Society’.
2. **General Notes**
   1. Within the context of this document, the following is true:
      1. The terms ‘Society’ and ‘Stagecraft Society’ refer to St. George’s Stagecraft Society.
      2. The terms ‘Member’ or ‘Membership’ refer to anyone who is currently a member of the Society, having fully paid subscription fees, as detailed by the list held by the Treasurer.
      3. The term ‘Committee’ refers to the Society’s elected representatives, the St. George’s Stagecraft Society Committee.
      4. The terms ‘SU’, ‘SGSU’, ‘Student Union’ and ‘Union’ refer to St. George’s Student Union.
      5. The terms ‘Exec’, ‘Executive Team’ and ‘SU Exec’ refer to the elected Student Union Executive Body, as detailed in the SGSU constitution.
      6. The term ‘external’ refers to persons or organisations external to our governing body, SGSU, and so includes the University and Trust.
      7. Reference to meetings (eg ‘AGM’ and ‘EGM’) refer to meetings of the Society. Where SGSU meetings are referenced, the reference is preceded by a term outlined in 2.1.4 (eg ‘SU AGM’).
         1. An exception to 2.1.7 is the term ‘Council’, which refers to the SGSU Council meeting.
      8. The terms ‘Constitution’ and ‘Document’ refer to this document, the Constitution of St. George’s Stagecraft Society.
      9. The terms ‘SGSU Constitution’ and ‘SU Constitution’ will be used to refer to the St. George’s Student Union Constitution (<https://www.sgsu.org.uk/about-sgsu/governance/constitution/>).
      10. The term ‘University’ refers to the St. George’s, University of London Staff and Student Body and/or those premises of St. George’s, University of London (including SU premises) that are available to the Society, as outlined by the SU Constitution and the Policy of St. George’s, University of London.
      11. The term ‘Trust’ refers to the St. George’s University Hospitals NHS Foundation Trust’s Staff Body and/or its premises.
   2. This Constitution is only binding once it has been approved by the SU Executive team. Proof of this approval will be detailed on the last page of this Document. This shall be done in accordance with SGSU Constitution and Policy.
   3. A copy of this Document should be promptly available to any member of SGSU, including especially the Society Committee, the Society Membership and the SU Exec, at their request.
   4. The Society Constitution should be reviewed and updated at least once annually.
   5. It is the duty of the Society Committee to ensure that the Society Constitution reflect the intentions of the Society under the current Committee
   6. Changes to the Constitution must be voted on in a meeting of the Membership, as outlined below.
3. **Aims and Objectives**
   1. The aim of the society shall be as follows:
      1. To provide a society, with all associated benefits, for any SU members who are interested in stagecraft.
      2. To provide opportunities for those interested in stagecraft to develop their backstage skills like set design, props, costumes, makeup and stage management.
      3. To provide support to any societies who want assistance with props, sets, costumes or stage management.
   2. The aim shall be achieved by running training sessions for members of the society and for non-members, providing opportunities to learn new skills and develop existing ones.
      1. These sessions may involve both the society committee and external guests.
4. **Membership**
   1. Membership of the Society will be open to all members of SGSU, in accordance with the SGSU Constitution and Policy.
   2. Members of the Society shall act in accordance with the SGSU Constitution and Policy.
   3. It is the duty of the Society Committee to keep and maintain a list of the Membership.
   4. Membership gives the Member the following rights:
      1. To vote in elections and referenda of the Society;
      2. To participate in Stagecraft Society events;
      3. To have access to resources belonging to the Society, at the discretion of the Committee.
   5. Membership is gained by paying the Subscription fee, as decided by the Committee, for that academic year.
   6. It is the duty of the Member to inform the Treasurer of the Society that they have paid their subscription fee so that the Treasurer can add the Member’s details to the compiled list of the Membership.
      1. Members who do not ensure that their details are accurate are not guaranteed the benefits in section 4.4.
   7. A current and updated list of Members must promptly be made accessible to any member of the Society Committee that asks for access to it.
   8. A current and updated list of Members must promptly be made accessible to any member of the SU Exec that asks for access to it.
   9. Anyone who is a staff member at the Trust, but who wishes to partake in any Stagecraft Society events may do so as an informal Associate of the Society, but on the understanding that they act in accordance with the Society Constitution and the relevant sections of the SGSU Constitution and Policy.
5. **Subscriptions and Finance**
   1. The Society will undertake financial matters in accordance with the SGSU Constitution and Policy.
   2. The Society Treasurer is ultimately responsible for all aspects of the Society’s finances, as is further outlined below. Financial duties may be delegated to other members of the Committee if this is deemed necessary.
   3. The SGSU Constitution requires a membership subscription fee. The Society Committee will determine the fee and it is the responsibility of the Treasurer to collect this fee, and to subsequently keep a log of the current Members.
6. **Society Committee and Duties of the Committee Body**
   1. An elected committee shall conduct the running of the Society.
   2. The committee shall consist of officers who are members of SGSU, as is detailed in the SGSU Constitution.

6.2.1 President: Olivia Craig-McFeely

6.2.2 Treasurer: Ethan Osborn

6.2.3 Secretary: Rowan Barnett

* 1. Society Committee members must be full members of the Society for the year of holding office, but are not required to be Society members at the time of their election to office.
  2. The Committee shall ensure that the Society abides by the Society Constitution, as written in this Document.
  3. The Committee will uphold the Policy and values of the SU in its day-to-day running of the Society.
  4. The Committee will ensure that the Society upholds the conditions of any binding documents or agreements that it has signed for the academic year, or that it has inherited the conditions of.
  5. The committee will have the following committee members:
     1. President
     2. Vice-president (Optional)
     3. Treasurer
     4. Secretary
     5. The committee will also have an optional committee position available for any SU technical officer. The technical office are under no obligation to take this position.
  6. The Committee will serve for one academic year from the 1st August until 31st July. Changes to the start/end date of the SGSU Exec year should be mirrored by the Society Committee’s term of office.
  7. Between the time that a new Committee is voted in, and the 1st August of the new academic year, the running of the Society will be a joint effort between the outgoing and incoming Committees, and the outgoing Committee will still maintain ultimate responsibility until their departure on 1st August.
  8. A list of Committee members and their details should be compiled, as required by the SU Constitution, including:
* Name
* Role
* Course/Year
* Contact email
* Contact mobile number (where applicable)

These details will be passed to the SGSU Exec for use when deemed necessary by SGSU Exec.

* 1. Changes to the Committee that are made outside of the Society’s Annual General Meeting must also be voted on by the Society Membership. The outgoing Committee member is obliged to hold office until a time that a suitable replacement can be voted in by simple vote of majority, except in extenuating circumstances.
     1. In cases of extenuating circumstances, the outgoing Committee member’s role will be delegated, by the President, to other Committee members.
  2. Conflicting opinions on decisions that arise in the running of the society should first be resolved by a simple vote of majority amongst the Committee.
     1. In the event of an equal split of votes amongst the Committee, judgement will be passed by the majority vote amongst the President and Treasurer.
     2. If the President and Treasurer are unable to reach a majority vote, the President will pass the final judgement.
  3. The Committee is free to pose any decisions to the Membership in a referendum for which there will be no minimum vote required, unless decided otherwise by the Committee.
     1. Referenda should be held as a simple vote of majority, unless it is decided by the Committee that it is necessary to alter this system.

1. **Duties of the Committee and Committee Members**
   1. Duties of the Committee:
      1. It is the duty of all Committee members as a collective to enact the aims and objectives of the Society, and to aim to further the reach and effectiveness of the Society throughout their time in office.
      2. All of the Committee members are responsible for representing the Society at Council, SGSU Annual General Meeting and any other functions, meetings or concepts for which the Society should be represented.
      3. It is required of all the Committee members to ensure that they fulfill their duties.
         1. If they find themselves unable to fulfill these duties then they should, in the first instance, inform the President and Committee of this.
         2. They should also endeavor to find a suitable delegate within the Committee to perform the roles that they feel unable to perform.
         3. Failure to perform duties adequately, as determined by the Committee, should trigger an Extraordinary General Meeting to consult the Membership on re-electing the position. This process should then follow the regulations laid out in 6.11
         4. If a Committee member feels that they must resign from their position, they should inform the President and Committee and, following discussion amongst the Committee, this should trigger an Extraordinary General Meeting to consult the Membership on re-electing the position. This process should then follow the regulations laid out under 6.11
   2. Duties of the President – Presidential duties apply to the President and Vice-President of the Society.

The duties of the President and Vice-President are as follows:

* + 1. To be responsible for the overall running of the society;
    2. To be the Society figurehead and represent the Society in the SU, the University, the Trust, to groups and organisations affiliated to the University or Union, to external groups and organisations and to the general public, where relevant;
    3. To be ultimately responsible for liaising with other societies and the SU Exec, in partnership with the Secretary;
    4. To ensure that the Constitution is enacted effectively;
    5. To hold other Committee members to account, on behalf of the Membership;
    6. To communicate with the Membership, in partnership with the Secretary;
    7. To ensure the Society abides by the rules and regulations of the SU Constitution and Policy (<https://www.sgsu.org.uk/about-sgsu/governance/constitution/>);
    8. To complete and sign, annually, and uphold the conditions outlined in the Club/Society Registration and Handover Pack for the given year (Found at: <https://www.sgsu.org.uk/club-soc/committee-resources/>);
    9. To sign, annually, and uphold the conditions outlined in the St George’s Students’ Union Performance Society Contract for as long as it is binding (Found at: <https://www.sgsu.org.uk/club-soc/committee-resources/>);
    10. To ensure that the Constitution best reflects the intentions and aims of the Society Committee and Membership and to keep it updated (especially in regards to URL links and to SU Exec positions mentioned within the Document).
    11. To oversee and manage any resignations from the Committee;
    12. To oversee and manage any disputes within the Committee or Society;
    13. To give an adequate handover to the incoming Committee at the end of office:
    14. To give a comprehensive and effective handover to the incoming President and incoming Committee;
    15. To handover all Society resources, kept by the Committee members in their role as President, to the incoming President;
    16. To oversee the handovers between all Committee members and their successor.
    17. General promotion for the society and its members
    18. Organization of training sessions for members and non-members in different areas of stagecraft.
    19. To organize social events for the society.
  1. Duties of the Treasurer
     1. The duties of the Treasurer are as follows:
        1. To be ultimately responsible for all aspects of the Society’s finances;
        2. To ensure that the Society undertakes its financial matters in accordance with the SGSU Constitution and Policy;
        3. To ensure that money is, at the least, deposited in any amount in the SU-held Society account to avoid dissolution of the Society at the end of the academic year;
        4. To set, maintain and update a termly or annual budget plan for the Society;
        5. To ensure that the Society’s finances conform with the budget plan (to the best of their ability);
        6. To oversee and lead the management of any deviations from the budget;
        7. To collect any incoming monies of the Society (including membership subscription fees) and hold them in a place that is safe and secure;
        8. To deposit collected monies (including membership subscription fees and any other Society incoming finances) in the SU-held Society account as soon as is convenient, as detailed in the SU constitution;
        9. To oversee the collection of subscription fees by the Union via the SU website ([https://www.sgsu.org.uk/societies/society/sgulStagecraftsociety/](https://www.sgsu.org.uk/societies/society/sgulmusicsociety/)) and to ensure that the options presented by the website for paying fees is accurate.
     2. Smaller financial duties may be delegated to other members of the Committee if this is deemed necessary, but the Treasurer must oversee these activities.
     3. Determining the availability of external sources of funding
     4. The outgoing Treasurer must give an effective handover of experience and resources to the incoming Treasurer at the end of the outgoing Treasurer’s term in office. They should take responsibility for:
        1. Paying in all cash holdings that have not yet been submitted to the SU, before the end of their term in office
        2. Handing over any documentation and past/ongoing budget plans, that the outgoing Committee member has held in their position as Treasurer, to the incoming Treasurer, especially the lists of current and past Members of the Society;
  2. Duties of the Secretary

The role of Secretary can be demanding, due to the quantity of duties expected of the role. It is therefore understood that Secretarial duties will often be shared out amongst the Committee on a task-by-task basis. However, it is the ultimate responsibility of the Secretary to oversee any delegated work and to ensure it is performed to a satisfactory standard.

* + 1. The ultimate duties of the Secretary are as follows:
       1. Administration: To maintain effective records and administration for the Society and oversee the use of Society resources;
       2. Meetings: To ensure meetings are effectively organised and minuted;
       3. Communication: To be responsible ensuring there is effective communication and correspondence between:
          1. Committee members;
          2. The Committee and its Membership;
          3. The Society and other Societies;
          4. The Society and the SGSU membership;
          5. The Society and the SU Executive Team;
          6. The Society and any relevant external persons or organisations.
       4. To uphold the rules, regulations and policies by which the Society is bound (especially legal requirements, University regulations, SU Constitution and Policy and the Society’s Constitution);
       5. To help organize training sessions for members and non-members
       6. Organizing social events for the society alongside the president and vice-president
    2. In addition, the specific duties of the Secretary are as follows:

Administration:

* + - 1. To keep updated, and be the keeper of, all Society documentation that is held by the Society (including a copy of the Constitution and copies of any binding documents or agreements relevant to the Society);
      2. To be the keeper of all Society resources (including construction materials, sets, props, costumes and advertising resources);
      3. To keep and maintain a list of minutes of all Committee meetings and Society meetings (eg AGMs and EGMs);
      4. To be responsible for the advertising of Society events and functions;
         1. The Secretary is responsible for overseeing the advertising process for events, including ensuring posters have been made, printed, approved (see 7.4.2.4.2) and displayed well before the event (recommended minimum of 1 week);
         2. The Secretary is responsible for ensuring all Stagecraft Society advertising and posters have been approved by the Union before they are displayed in SU and University premises, in accordance with SGSU Policy;
         3. The Secretary is responsible for overseeing use of any Stagecraft Society social media for activities concerning the advertising of functions and information to any persons that it may concern;
         4. Advertising responsibilities may often be delegated and shared amongst the Committee and it is ultimately the responsibility of the Secretary to oversee this.

Meetings:

* + - 1. To consult the Committee on agenda points and then compile an agenda for any meeting of the Committee or Society and distributing it in good time to the relevant persons;
      2. To advertise any meetings of the Society (including AGM) to the Society Membership in good time;
      3. To minute and keep copies of the minutes of all meetings of the Society Committee;
      4. To minute and keep copies of the minutes of all meetings of the Society Committee;
      5. To distribute the minutes of any meeting of the Committee or Society to the relevant persons;
      6. To make accessible, at earliest convenience, a copy of minutes to any member of the SGSU Exec who requests them, as detailed by SGSU Constitution and Policy;
      7. To make accessible, at earliest convenience, a copy of minutes to any member of the Society Committee who requests them;
      8. To organise a Chairperson for any Society meeting in advance of the meeting;
      9. To book a venue, in good time, for any meeting of the Committee or Society;
      10. To aid the Committee in recognising the need for a meeting of the Committee (for example, following evaluation of a recent Society-led event) or Society (for example, calling an EGM following any proposal of changes to the Constitution);

Communication:

* + - 1. To communicate any relevant information to the Membership and any affiliates of the Society (for example any Trust staff who wish to perform with the Society), including the following methods:
         1. Society email (must be used as a primary method of conveying the most important information)
         2. Other forms of communication
      2. To be responsible for ensuring a prompt response is given to anyone contacting the society:
      3. To be the primary Committee member responsible for attending Council on behalf of the Society;
      4. To be responsible for voting, on behalf of the Society, at Council;
      5. To book venues for Society functions, including rehearsals and events:
         1. The Secretary is the primary Committee member responsible for attending Council, and to book SU and University premises on behalf of the Society;
         2. If the Secretary unable to attend, or wishes to be absent from Council, it is their sole responsibility to ensure a replacement attendee is found promptly. This should in the first instance be a colleague from the Committee, but can be any full Member of the Society of their choice, if none of the Committee is available.

Handover:

* + - 1. To organise a handover meeting between the outgoing and incoming Committees;
      2. To give a comprehensive and effective handover to the incoming Secretary;
      3. To handover all Society resources, kept by the Committee member in their role as Secretary, to the incoming Secretary;
      4. To handover all login details and access rights to the new Committee for any online and network systems used by the Society, such as:
         1. The official Society email account;
         2. The Society Facebook page;
         3. The Society Google Drive and Gmail accounts (if applicable);
         4. Any accounts used for making advertising products, such as online poster makers (if applicable).

1. **Meetings**
   1. The following are true for point 8.0:
      1. The stand-alone mention of the ‘Committee’ refers to the Committee in office for the year in question – i.e. the ‘outgoing Committee’. This is the same for all current Committee members when referred to individually (eg ‘President’, meaning the current and outgoing President);
      2. The newly elected Committee that are due to take office for the year subsequent to the academic year in question shall be referred to as the ‘incoming Committee’. This is the same for all incoming Committee members when referred to individually (eg ‘incoming President’, meaning the newly elected and incoming President).
   2. Annual General Meeting (AGM)
      1. There shall be an AGM on a date between 1st May and July 20th, allowing enough time for a thorough handover to be made between Committee members and incoming Committee members before the 1st August (see 6.8 and 6.9).
      2. Every member of the Committee is obliged to attend AGM, except for in extenuating circumstances for which apologies should be submitted to the Secretary, and if possible this should be done in good time before the meeting.
      3. The Secretary should compile an agenda before the meeting.
      4. There shall be a quorum of Committee members set at 75%.
      5. There shall be a quorum of non-Committee Members for AGM, set at 3, or at 50% of the membership, whichever is lower. Should this quorum not be met, the meeting cannot proceed.
         1. Quorum may be lowered at any point by a vote of simple majority.
         2. It should be responsibility of the Secretary to minute the quorum, and any changes to it, and in doing so to stop the meeting if it is no longer quorate.
      6. The Secretary shall take responsibility for ensuring the time, date, location and process of the AGM is well advertised to the Membership, and done so in a clear manner (see 7.4.2.6).
      7. Any other business that Members wish to discuss at AGM should be submitted to, and approved by, the Secretary before the meeting. The Secretary should add these to the agenda.
      8. AGM shall include the following business, in the following order (unless decided otherwise by the Committee):
         1. Introduction and Welcome (President)
         2. Report (all reports should include summary, reflections and suggested plan for the future) on the past year and reflection on achievements (President)
            1. Report by Treasurer of personal achievements and strategies for the past year (excluding financial report);
            2. Reports by Committee members of achievements for the past year.
         3. Financial report and summary (Treasurer)
         4. Conclusion of year’s achievements/speech of thanks (President)
         5. Voting in of a new (incoming) Committee:
            1. Submitted nominations (President)
            2. Speeches by nominees
            3. Voting
            4. Announcement of results (Secretary)
         6. Other business (Secretary and Members)
         7. Close (President)
2. **Voting**
   1. Voting in new members of the Committee
      1. Persons wishing to put their name forward for nomination for a Committee role should submit the following, to the Secretary, no less than 3 days before AGM or the relevant meeting of the Society:
         1. Name;
         2. Course/Year of Study;
         3. Brief summary (300 words max) of why they wish to run for office.
      2. Nominations will then be advertised by the Secretary to the Membership before the meeting;
      3. Voting will then take place at AGM, with the Secretary counting and verifying the votes;
         1. The vote will be a simple vote of majority;
         2. Only Members are entitled to vote;
         3. The Committee may decide beforehand whether votes are to be cast on paper and collected, or whether it is appropriate to count votes by Members raising their hands.
            1. If it is decided that ballot papers are to be used, the Secretary will be responsible for printing these.
      4. The Secretary will announce the votes.
   2. Voting on decisions in referenda
      1. A referendum may be put to the Membership by the Committee on any issues it deems necessary;
      2. Votes may be cast online via use of a survey tool (eg Survey Monkey);
      3. Only Members are entitled to vote;
      4. There will be no minimum vote, unless the Committee decides otherwise.
3. **Constitutional Changes**
   1. All changes to the Constitution must be voted on by the Membership
      1. If the change is proposed outside of AGM proposals, the Committee must call an EGM to facilitate the vote;
      2. No changes to the Constitution are binding until the change(s) has been passed by a voting of the Membership;
      3. The vote shall be a simple vote of majority.
   2. Members of the Committee may propose a change to the Constitution
      1. If a Society Member wishes to make a proposal, they must be seconded by a member of the Committee.
   3. All changes to the Constitution that are voted through shall be deemed provisional until the change has been ratified by the Societies Officers and the General Secretary of SGSU.
4. **Complaints Procedure**
   1. Complaints by any Member of the Society should be made to the President in the first instance.
   2. Complaints about the President should be made to the Treasurer.
   3. Any complaints shall be dealt with in accordance with SGSU Constitution and Policy.
5. **SGSU Commitments**
   1. As stated throughout this Document, 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**
   1. I declare that the Stagecraft Society shall abide by this Constitution, drawn up on this 3rd day of the 8th month, 2017.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Society President (2017)

Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

* 1. I declare that this Constitution has been ratified by SGSU and the Stagecraft Society is hereby recognized by SGSU

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SGSU Societies Officer (2017)

Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SGSU General Secretary (2017)

Print:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_