The Tooting Show Society Constitution

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## Name

* 1. The societies name shall be The Tooting Show

### Aims and Objective

* 1. the aim of the Society shall be to help sponsor and raise awareness for charities to be named by the director elect, at the beginning of each academic year
  2. The aim shall be achieved by producing a variety show during the 2nd semester of each academic year

1. 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 SGSU constitution and policy
2. subscriptions and finance
   1. a membership fee if requires from all society members, and returned in the value of the show’s personalised t-shirts. The Society Officials shall determine this fee and are responsible for its collection
   2. The Club’s/Society’s financial matters shall be dealt with in accordance with SGSU constitution and policy
3. 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:

* Director 1
* Director 2
* Backstage manager
* Producer 1
* Producer 2
* Producer 3
* Producer 4 and 5 (are optional but advised)
  1. The committee will serve for one academic year, and will elect the new committee a month after the last showing

1. Duties of society officials
   1. The Society directors are responsible for:

* Overseeing producers and assigns (weekly) tasks
* Determine show dates and location
* Create entry in freshers handbook
* Organize freshers fayre stall
* Create draft script
* Meet with producers
* Meet with back stage designer
* Oversee set design with backstage manager
* Organize and choose charity
* Meet with charity representative
* Budget meeting with/without exec member
* Liase with equality and diversity officers
* Create room booking key
* Present at auditions
* Email successful candidates
* Organize first full cast meeting
* Design clothing and logo
* Must visit each dance at least once prior to the show
* Must sort out all conflicts within producers
* Organise fundraisers
* Create programme
* Organise DVDS
* Must be present at first full cast rehearsal
* Must be present at all dress rehearsals
* Give criticism to producers
* Give backstage prep talk
* Must be in contact with lighting and backstage during performances
  1. The society backstage manager is responsible for:
* Select dancers, singers and actors supervisors, Backstage to chair the meeting
* Check dates of all SU events to ensure no clashes for show night
* Sell clothing, chase up cast for money
* Crate backstage team and work through set design with all producers
* Liase with directors on set, programme and ticket design
* Order tickets
* Organize and supervise construction of set design
* Organise ticket sales (can use other producers)
* Produce programmes with adverts from fundraiser
* Organize selling of programmes
* Liase with director and ENTs during performance
* Organise and supervise set clearance after the show
  1. The society producers are responsible for:
* Line of contact for dancers/choreographers to director
* Sort out conflicts between choreographers/dancers
* Do specific things to create overall picture (overseen by the director(s))
* Man freshers stall and create audition sign up sheer
* Meet with directors
* Help finalise scrip
* Help choose choreographers/choreograph
* Create and post adverts for auditions
* Book room for auditions
* Choose dancers at auditions
* Choose actors at auditions
* Write up rota and book rooms 2 weeks in advance
* Be present at uni every day there is a rehearsal – dance and acting and singing (not necessarily at rehearsal and not backstage manager)
* Organise ENTs and lighting, collect music and lighting instructions from choreographers
* Supervise fundraiser day
* Organize 1st, 2nd social and 3rd Social and **after party**
* Give lecture shout outs
* Liase with year reps to sell tickets and give shout outs
* Sell tickets
* Organise dance and acting costumes
* Organise dates and bookings for all run throughs including dress rehearsals
* Give criticism to choreographers and actors

1. Meetings
   1. The society committee shall meet fortnightly during the term of the show
   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 important
   2. Only society executive will be entitles to vote on producers, backstage and directors, the rest of the members are entitled to vote on choreographers
   3. The results of any election shall be passed to the societies officer and the general secretary of SGSU at the earliest opportunity
3. Changes to the society constitution
   1. Changes can be implemented if a 2/3 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 earlies opportunity and subsequently ratified
4. Clubs/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

12.1 Any disciplinary matters shall be dealt with in accordance with SGSU constitution and Policy