

Showstoppers' Constitution

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1. Name

1.1. The name of the society shall be “SUSU Showstoppers” hereinafter referred to as the Society.

2. Society Type

2.1. Performing Arts

3. Aims and Functions

3.1. To provide staged musical theatre entertainment, whilst taking into account the aims of other current Performing Arts societies, ensuring that conflicts of interest are avoided where possible.

3.2. To provide a forum for the development of performance and related skills.

3.3. To put on four or more shows a year, one of which shall be a fully staged Freshers’ musical in the Autumn term, two in the Spring term, one in the Summer term and three non-auditioned performances. Two optional shows, the Independent and Edinburgh show, can also be done. Details are left to the Committee’s discretion.

4. Membership

4.1. See section 12 for expulsion of members.

4.2. Only currently registered students are eligible to become Full Members of the Society (be in casts and Production Teams), upon payment of an annual membership fee determined by the Committee, and shall be entitled to hold office, or nominate or vote in elections, or vote at meetings.

4.3. Any union member or member of staff is eligible to become an Associate Member of the Society, upon payment of an annual membership fee, at Committee’s discretion. Associate Members shall be entitled to full rights and privileges as Full Members except that they may not hold office, or nominate or vote in elections, or vote at general meetings.

4.4. Society membership must be held in order to participate in society productions and perform in more than one Cabaret event, or attend more than three workshops, in an academic year.

4.5. A free membership is required for those solely participating in pit bands.

4.6. No person who has ceased to be a member of the Society shall have any rights or interests in the property and funds of the Society.

- 4.7. All members shall be bound by these rules or any subsequent amendments approved at a general meeting of the Society.
- 4.8. On joining the society, new members should be informed that a copy of the constitution is on the website
- 4.9. Any member who consistently fails to attend rehearsals or fails to attend three rehearsals in a row without a valid reason may be deemed to have resigned from the production) at the discretion of the Committee and the Production Team), subject to disciplinary procedures outlined in section 12. Auditionees that have more than one recurring absence per week may have those absences taken into consideration by the prod teams in casting.

5. Conflicts of Interest

A conflict of interest is defined here as a situation in which the concerns or aims of two different societies are seen to be in opposition. For example, if members of one society desire to put on a show that falls under the aims of another society.

- 5.1. In the event of a conflict of interest between two Theatrical Societies, the following procedure should be followed:
 - 5.1.1. A meeting must be arranged at the earliest practical date between: the President/Chair of both societies; Executive Theatricals Rep and one additional member of each Committee, as soon as either Committee is aware of a situation that may cause a conflict of interest.
 - 5.1.2. Should the conflict of interest concern a planned pitch, the appropriate Committee must ask the relevant pitch team or potential pitch team to put preparations for the pitch on hold until the conflict has been resolved.
 - 5.1.3. Prior to this meeting, each Committee should discuss and, if necessary, vote on a stance the Committee will take on said conflict.
 - 5.1.4. During the meeting, the issue should be discussed and, taking into account the stance of each Committee, an agreement should be made that the representatives of both societies feel is fair and in keeping with the best interests of the societies.

- 5.1.5. The result of this meeting will be brought back to each Committee and if there are any further problems, the above process should be repeated until an appropriate agreement has been reached.
- 5.1.6. Each conflict of interest will be dealt with at the current Committees' discretion, in the best interests of their society.
- 5.1.7. If the appropriate agreement is that the pitch to one Committee should be stopped, then both Committees must encourage and support the pitch team in pitching the show to the appropriate society.
- 5.1.8. If there is any doubt to whether a conflict of interests is present, this procedure should be followed.

6. Officers

There will be a Committee which will oversee, and be responsible for, with limited liability, the actions of the Society. This will consist of the following officers:

- 6.1. The President - They shall be the figurehead of the Society to all external interests (including SUSU) and shall take overall responsibility for its actions. They are responsible for any other tasks that do not come under the jurisdiction of other Committee members (see below). They are responsible for keeping the Showstoppers Handbook updated with relevant changes to the society's running.
- 6.2. The Vice President - They shall share the duties of the President if required. They shall do such tasks as directed by the Committee. They shall produce and maintain a list of all members, including up to date contact details, which shall be available to SUSU on request. They are responsible for ensuring that all participating members of the society have paid membership.
- 6.3. The Treasurer - They shall maintain the accounts of the Society, which shall be available for examination at the AGM, by the or VP Communities. They shall be responsible for all financial aspects of the society, particularly accounting for money within show budgets. Any funds spent by the Society must follow SUSU regulations and be authorised by both the Treasurer and 2 other members of the Committee. They shall do such tasks as directed by the Committee.

- 6.4. The Secretary - They shall ensure all actions and decisions of all Society meetings are recorded and upheld, to be available to VP Communities if required. They shall do such tasks as directed by the Committee.
- 6.5. Social Secretary - Two members of the society are elected as a pair. They shall be responsible for organising social events at the discretion of the Committee and shall actively propose and enact plans for social events. They may take a supporting role for any social/fundraiser organised by a Production Team, at their discretion. They shall do such tasks as directed by the Committee.
- 6.6. Development Officer - Two members of the society are elected as a pair. They shall be responsible for the organisation of a minimum of one workshop a month, during term time to provide a forum for the development of performance-related skills, culminating in at least one Cabaret per academic term. They shall do such tasks as directed by the Committee.
- 6.7. Web and Promotions Officer - Can be fulfilled by one member or two running as a pair. They shall be responsible for the maintenance of the website and online infrastructure relating to the Society and keeping content accurate and up to date. They shall be responsible for the publicity, sponsorship, and marketing of the society, and assisting the Production Teams at their discretion. They shall do such tasks as directed by the Committee.
- 6.8. Welfare Officers (Ordinary Members) - Two members of the society are to be elected, running individually, acting as general representatives of society members. They are a point of contact between society members and the Committee, regarding the welfare of members. They are responsible for running pitches (with the exception of the 24-hour show), and organising society clothing. They shall do such tasks as directed by the Committee.
- 6.9. Tours Officer - Elected at the AGM, but assumes role in September. They will be responsible for organising and overseeing performing tours, including (when viable) the trip to the Edinburgh Festival Fringe. They will liaise with the touring Production Team regarding its production(s), overseeing the formation of an organising sub-Committee and chairing this in accordance with the Committee, should this be deemed necessary. They shall take a supporting role for any social/fundraiser organised by a touring Production Team. They will do such tasks as directed by the Committee.

6.10. Original Writing Officer - They shall oversee and promote original writing feedback sessions when there is an interest from writers. They shall also liaise with originally written shows to ensure their content is in line with what Committee deems appropriate. If no one successfully runs for this position the role of Original Writing Officer shall be fulfilled by the most suitable Committee member, at the discretion of the Committee. They will do such tasks as directed by the Committee.

6.11. The role of Technical Liaison shall be fulfilled by the most suitable Committee member, at the discretion of the Committee. Their role shall be to act as liaison with the Stage Technicians Society, StageSoc, specifically attending their meetings when required. If no-one is deemed specifically suitable for the job the role should be filled by the Vice-President.

6.12. The role of Facilities Officer shall be fulfilled by the most suitable Committee member, at the discretion of the Committee. Their role shall be to ensure all the society's equipment is appropriately stored and maintained throughout the year. If no-one is deemed specifically suitable for the job, the role should be filled by a Welfare Officer (Ordinary Member).

6.13. In the situation where a pair of officers take office, they will each get a vote in Committee elections, at the Committee's discretion.

7. Society Hand-Over

Upon election of a new Committee, the outgoing Committee is responsible for overseeing the handover of responsibilities for a minimum of 2 weeks following the elections. A handover must take place between each outgoing and incoming Committee member by role. The responsibilities of each outgoing officer are:

7.1. President - They must ensure that all procedures relating to the society are transferred to the new officer and that handovers for all Committee positions take place.

7.2. Vice-President -

7.3. Treasurer - They must ensure that the Society's finances are up to date and in line with SUSU regulations and that the new officer is taught how to use the MoneyHub system.

7.4. Secretary - They will transfer all minutes and relevant documentation to the new officer.

7.5. Web and Promotions Officer - They will give all passwords and relevant information to the new officer and give them all relevant files for the maintenance of the website.

8. Committee Meetings

8.1. The President shall chair all meetings. In their absence, a chair shall be elected by those members present, or as delegated by the President.

8.2. The President or Secretary may convene a Committee meeting at their discretion by notifying members with at least 24 hours' notice by email and/or general advertisement.

8.3. Three members of the Committee can request a meeting by presenting to the Secretary with 24 hours' written notice.

8.4. In the event of a Committee meeting having not been called for two term weeks, the Secretary must convene a meeting at the earliest practical date.

8.5. The quorum of voters for any meeting shall be half of the Committee plus one additional officer including at least one of the President, Vice-President, Treasurer or Secretary.

8.6. The following also applies to votes that do not occur by ballot (usually votes by a show of hands in Committee meetings and at pitching events).

8.6.1. In the event of a tied vote the President's initial vote will count as the deciding vote and cause a majority.

8.6.2. Should the President be absent or abstain from voting the vote of the Vice-President will cause a majority.

8.6.3. If both the President and the Vice-President are absent or abstain the deciding vote will become the vote of the Treasurer and so forth according to the hierarchy of Committee roles as laid out in [Section 5](#) of this constitution.

8.7. Any member of the society may attend Committee meetings but shall not be entitled to vote upon matters discussed at that meeting unless otherwise stated. The meeting chair has the authority to enter closed Committee at any point of the meeting.

8.8. At least one appointed member from each current Production Team is required to attend Committee meetings or provide the Secretary with a written update addressing the progress of the production and rehearsals.

8.9. Any member of the Committee who fails to attend two Committee meetings without giving apologies or consistently fails to attend Committee meetings without appropriate reason, may be asked to resign from their post; this will not affect their membership of the society. This will be at the discretion of the Committee.

9. General Meetings

9.1. Every full member of the Society present at a meeting shall be entitled to one vote upon every voting matter. Only full members are entitled to vote, and no proxy votes shall be accepted for any purpose.

9.2. The quorum at all general meetings shall be 25% of the full members.

9.3. At all general meetings, the President shall make an agenda available at least three working days in advance.

9.4. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice, shall not invalidate the proceedings at that meeting.

9.5. Termly General Meeting (TGM)

9.5.1. If a TGM is held, it shall be advertised to members at least 10 clear days in advance.

9.6. Annual General Meeting (AGM)

9.6.1. There shall be a Society AGM held in the Spring Term whenever possible. If it is not possible to secure a date for the AGM in the Spring Term then it will be held at the beginning of the Summer Term at the earliest convenience, and in advance of the SUSU-prescribed deadline of society AGMs.

9.6.2. The President will be responsible for informing all members of the meeting at least 14 clear days in advance. The President will also act as Chairperson for the society AGM. In the event that the President is absent or running for another position, a suitable, unbiased substitute will be delegated by the President.

9.6.3. Officers of the Society and Committee members shall be elected at the AGM.

9.6.3.1. The President and Vice-President shall be given 5 minutes to present.

9.6.3.2. All other roles shall be given 2 minutes to present.

9.6.3.3. Each role shall be asked 3 questions after all candidates have presented.

9.6.4. The Secretary shall invite nominations at least 7 clear days before the meeting. Nominations may be received during the meeting.

9.6.5. Each member of the Committee may be invited by the Chairperson to make a short speech concerning their activities during the previous year. This speech is compulsory for the Treasurer who must present the year's accounts for examination.

9.6.6.

9.6.7. Minutes of the AGM shall be made available at the start of the Summer Term, or at the earliest possible convenience.

9.7. Extraordinary General Meeting (EGM)

9.7.1. An EGM may be called by the President or Secretary, or by written application to the Society President of at least 6 members of the Society, together with a written statement of the objectives for which the meeting is being called.

9.7.2. At an EGM no business other than that specified in the written statement shall be discussed.

9.7.3. At least 24 hours' notice of an EGM shall be given. The meeting must be held within 7 days of the request being given to the Society President.

9.7.4.

10. Elections

10.1. Elections for Society Officers and Committee members shall be held at the AGM.

- 10.2. Voting for the elections shall be carried out by secret ballot. Should a vote involving more than two people result in a tie, another vote will occur between just those candidates that were tied. If this results in a second tie then the Chairperson may vote in favour of one of the candidates or declare the post unfilled.
- 10.3. The Chairperson shall not vote during the elections except for in the case where two rounds of votes have tied, in which case their vote shall cause a majority.
- 10.4. If a full Committee is not elected for any reason, a President, Treasurer and Secretary must be elected, and they will be responsible for ensuring that elections for the remaining positions are held by the end of the Summer Term.
- 10.5.
- 10.6. In the case where a Committee member resigns or is expelled before the end of their term, an EGM will be held, and the same voting process will be conducted as with an AGM but for that one position that is vacant only. Until this meeting, the Committee will either share the responsibilities of the vacant position or delegate to another Committee member.
- 10.7. In the instance where a current Committee member wishes to run for a vacant position, they must first resign their position on Committee at the EGM. Their original Committee position will then also be vacant.

11. Financial Matters

- 11.1. The Treasurer of the Society shall be responsible for maintaining the accounts of the Society, this includes maintaining and understanding all matters pertaining to MoneyHub. They are also responsible for applying for grants. An annual statement of the Society accounts must be presented at the AGM by the Treasurer.
- 11.2. The Committee members are jointly liable for the proper management of the Society's finances in line with SUSU policy.

12. Disciplinary Procedure for Showstoppers

This section of the constitution outlines the procedures to be followed when a member or members of the Society behave(s) in a way that falls below the standards that the Society strives to uphold. This is referred to hereon in as an incident of misconduct.

This system and the steps it outlines must be followed unless in the case of serious situations of harassment and/or assault and/or violence towards another member of the society, in which case the initial informal warning and the subsequent steps may be skipped at the committee's discretion. Determining an incident of misconduct: In any conversation (whether an issue is brought to a Welfare Officer directly, or to another Committee member who then relays the complaint to the Welfare Officer) where a society member (henceforth referred to as 'the concerned party') is complaining about the behaviour of another society member, the Welfare Officer(s) must offer three options as a result of the discussion. This can be either at any time within the initial conversation between the concerned party and the Welfare Officer, or in a separate conversation (if the Welfare Officer has been made aware of this complaint through another Committee member). The three options are:

- i) The concerned party wishes to chat and work through their feelings with the support of the Welfare Officer or committee member, meaning no action whatsoever is taken against the subject of their complaint. This does not count as the concerned party making an official Welfare Complaint and is not recorded by Welfare Officers.
- ii) The concerned party wishes to have a conversation with the subject of their complaint with the Welfare Officer present, with the Welfare Officer supporting both parties and mediating the conversation. This does not count as the concerned party making an official Welfare Complaint and is not recorded by Welfare Officers.
- iii) The concerned party wishes for the Welfare Officer(s) to discuss their concern with the society member who is the subject of their complaint on the concerned party's behalf. This is the only one of the three options that counts as an official Welfare Complaint, wherein the Committee will begin to take steps to resolve the situation. However, this is not yet recorded by the Welfare Officers unless the next step outlined does not resolve the situation and more action is needed. Below is outlined the procedure for when an incident of misconduct has been officially reported as a Welfare Complaint via the conversation above. This procedure must be followed before any other disciplinary action is taken provided that the Welfare Complaint is the first incident of its specific nature by an individual (henceforth referred to as 'the responsible individual'). After the responsible individual has received this initial warning, it is only if the behaviour

persists or escalates on future occasions that further action will be taken. If multiple reports (from multiple concerned parties) of the same behaviour occur at once, this will not count as a separate incident or Welfare Complaint and should still be treated as one issue to be resolved, therefore the following initial warning must still be issued and not escalated past. The Committee as a whole should not be informed of or involved with the following initial informal warning, unless the Welfare Officer(s) is unable to handle the situation alone, in which case the President and/or Vice President and/or Treasurer and/or Secretary may be contacted to consult if needed. The Welfare Officer(s) are required to give an informal verbal warning as a first measure in all circumstances. This shall be a conversation held between the Welfare Officer(s) and the responsible individual wherein the Welfare Officer(s) outline the issue to the responsible individual and provide some guidance and support on how to change this behaviour. This discussion will not include any other disciplinary measures as a result of the incident, and solely occurs to inform the responsible individual of some behaviour the society wishes to see altered. This informal warning shall not count as a step in the disciplinary procedures, merely acting as an initial caution. At the end of this conversation, the responsible individual will be required to sign a document which outlines the content of the informal warning. The signing of this document declares that the responsible individual understands 1) the issue they have been cautioned about, 2) how to practically change their behaviour and 3) that this warning is a private conversation and that no other disciplinary measures will be levelled against them for this incident of misconduct unless their behaviour persists or escalates on a separate future occasion. If neither Welfare Officer is able to have this conversation for any reason, it shall in the next instant be the President who assumes responsibility for the discussion. If the President is unable to have this conversation for any reason, it shall in the next instant be the Vice President. Formal show feedback and behaviour reported to or noted by show liaisons may not be considered to be fulfilling this initial informal warning - if an issue arises in feedback or throughout show liaison sessions that may warrant action, the Welfare Officer(s) should be privately informed by show liaisons of the identity of the concerned party (or parties) and the Welfare Officer(s) should carry out the conversation offering three options with the concerned party, then proceed from there. If this initial informal warning is not heeded and a concerned party reports a new incident of the same behaviour from the responsible individual,

Welfare Officer(s) may proceed to escalate through next steps. Only at this point does the Welfare Officer record that a Welfare Complaint has been made.

- 12.1. President, Vice-President, Secretary and Treasurer, plus Welfare Officer(s) discuss the incident in a private meeting. It can be brought to the entire Committee in a closed committee, which will not be minuted, but only if the previously mentioned group cannot come to an agreement on how to proceed or they require more opinions in order to make their decision. Should this incident concern any specific member of Committee (i.e. they have made the complaint, or the complaint concerns their behavior), they will not be permitted to attend the closed committee. If this is the case for the initial discussion, the next Committee member down shall replace them in the initial meeting. Any discussions regarding individual members of the Society should take place without the presence of non-Committee members. Closed Committee will not be minuted.
- 12.2. During this discussion, the severity of the incident should be assessed, and Welfare Officers will decide which penalty, if any, should be awarded to the individual(s) involved.
- 12.3. Welfare Officers or a designated member of Committee have a responsibility to society members to endeavour to find out as much information about a situation as possible, and give any member accused of an incident of misconduct an opportunity to discuss this with a small section of the Committee (preferably the President, Vice-President and a Welfare Officer) before a penalty is awarded.
- 12.4. Penalties that can be awarded to society members are outlined as follows, in order of severity. These steps must be documented at every point:
 - 12.4.1. An informal spoken warning, preferably from a Welfare Officer.
 - 12.4.2. A formal spoken warning, preferably from a Welfare Officer. This may be awarded if the incident is deemed severe enough, or if the individual has received a previous informal spoken warning.
 - 12.4.3. A formal written warning, in the form of a letter signed by the President on behalf of the Committee. At this point, Committee is informed of the concerns. This may be awarded if the incident is deemed severe enough, or if the individual has received a previous formal spoken warning.

The following penalties can be carried out subject to approval from SUSU

- 12.4.4. A formal recommendation from Committee that the individual be removed from their role in a production (cast/Production Team/crew/band) due to an incident of misconduct related to a specific show. This will remain at the discretion of the Production Team.
- 12.4.5. A formal stipulation from Committee that the individual be removed from their role in a production (cast/Production Team/crew/band) due to an incident of misconduct related to a specific show. This will not be at the discretion of the Production Team and will only be awarded in exceptional circumstances, where the individual has received informal and formal warnings about their behaviour.
- 12.4.6. A formal stipulation from Committee that the individual must not be permitted to carry out a specific role in a production based on their behaviour in the past. This will not be at the discretion of the Production Team or future Committees when deciding on pitches, and will only be awarded in exceptional circumstances, where the individual has received informal and formal warnings about their behaviour.
- 12.4.7. A formal recommendation from Committee that the individual should not be permitted to carry out a specific role in a production based on their behaviour in that role in the past. This will be considered should the individual audition or pitch for future shows but will remain at the discretion of the Production Team or Committee when making decisions on casting or pitches. This will only be awarded in exceptional circumstances, where the individual has received informal and formal warnings about their behaviour.
- 12.4.8. Preventing the individual from attending socials and any other additional events the society may hold. This is at the discretion of Committee and will only be awarded in incidents involving pastoral issues and the general wellbeing of society members.
- 12.4.9. Revoking the society membership of the individual: preventing them from auditioning for or pitching future shows, coming to socials and taking part in any additional events the society may hold. This will only be awarded in the most severe of cases, and when the wellbeing of the individuals of the society is deemed to be at risk.

- 12.5. If the disciplinary measure in question concerns a member of Committee, they shall not be involved in any Committee discussions pertaining to their behaviour or any potential decisions made.
- 12.6. The Welfare Officers will be responsible for keeping a log of any penalties that are awarded to society members. This will only be seen by the Welfare officers, President, Vice-President and any relevant Committee or prod-team members.
- 12.7. Any society member awarded a penalty has the right to appeal to Committee, who then may consider revoking the penalty in exceptional circumstances.
- 12.8. This procedure serves as a guideline for Committee, in extenuating circumstances should Committee deem to escalate these steps non-consecutively, they are permitted to carry this out at their discretion.
- 12.9. The Committee has the power to expel any member from the Society, on the grounds of misconduct, or for conduct of a nature opposed to the objectives of the Society or SUSU.
- 12.10. Where any member of the society is expelled by the Committee, a report of the matter shall be made to the next Committee, following an AGM.
- 12.11. Students who are expelled from the Society have the right to appeal to SUSU.
- 12.12. Any member expelled from the Society for whatever reason, or who resigns, cannot obtain a refund of their membership fee.

13. Affiliations

- 13.1. The Society may affiliate with an external organisation which is in line with the aims of the Society and which provides a direct benefit to its members. All external affiliations must be reported to SUSU.

The Society will produce a number of productions a year performed at various specified times throughout the year subject to availability. Any other performances or productions outside of these pre-arranged slots must be presented to the Committee for full discussion. The current specific show slots in chronological order are as follows:

- 1.1.1. Cabarets - at least one Cabaret shall be held per academic term, with non-auditioned participation made possible. Time, location and content are to be decided by the Development Officers.

- 1.1.2. Freshers' Show - held before Christmas and to have a cast consisting of members of the Society who have not been in a cast or creative role on a Production Team with the Society before (excluding Cabaret and the 24 Hour Show). This will be at the discretion of the Committee. No performer or member of the creative team (including Directors, Musical Directors, Choreographers & Assistants) may be involved in both the Freshers' Show and Small Show.
- 1.1.3. Small Show - auditioned during the Autumn Term and held in the Spring Term. No performer or member of the creative team (including Directors, Musical Directors, Choreographers & Assistants) may be involved as a performer or member of the creative team in both the Small Show & Freshers' Show. It is recommended that the cast size does not exceed 15 cast members.
- 1.1.4. Spring Show - held in the Spring Term, with the objective of involving as many individuals as possible.
- 1.1.5. Summer Show - held in the Summer Term, before the Summer exams.
- 1.1.6. 24 Hour Show - entirely rehearsed in a single 24-hour period, held after the Summer exams at the end of the Summer Term. All proceedings will go to a charity chosen by the Production Team.
- 1.1.7. Edinburgh Show - At least one show taken up to the Edinburgh Festival Fringe in August (when a viable option) with the option of previews beforehand (see [Section 17](#) for more information.)
- 1.1.8. Independent Show - see [Section 18](#) for more information.
- 13.2. Every production must be led by a Production Team consisting of at least one Director, Musical Director, Choreographer, Publicity Producer and Props and Costumes Producer subject to the requirements of the show pitched, all of whom are responsible for overseeing the entire production process from start to finish.
- 13.3. Every Production Team must design a budget for their specific show that shall be approved by the Treasurer & Committee at pitches Any subsequent changes should be approved by the Treasurer.
- 13.4. Two liaisons will be appointed by and within Committee. They will, between them act as liaisons for the show and the Production Team, re-elected for every production throughout the year. They will act as intermediaries between the Production Team, the cast and the

Committee. They should be elected at earliest convenience after the cast list is released.

13.4.1. The show liaisons must act as liaisons between the cast, Production Team and Committee. They must attend at least one rehearsal every two weeks, where possible, and let the purpose of their role be known to all parties. They are specifically assigned to detect and resolve any issues involving the cast and Production Team and to collect and distribute their feedback throughout the process.

13.4.2. The show liaisons must also act as a liaison between the Production Team and Committee. To this end, they must be kept informed as to the activities of the Production Team and attend production meetings at their discretion. They are specifically assigned to detect and resolve any issues within the Production Team of the show to ensure it remains on course.

13.4.3. The show liaisons shall be members of the Committee who are not involved in the specific show in any way, either on the Production Team or in the cast, subject to availability.

13.4.4. Show liaisons will open a dropbox for both positive and constructive comments at the start of the rehearsal process, and advertise it to cast and prod team at least a week before each liaison session. Any anonymous feedback cannot be considered. Only points made via the dropbox or made known to the liaisons will be raised during the following session. The liaison session will begin with exclusively cast, to approve points of discussion, a round table discussion between cast and prod team will follow, led by the two show liaisons.

13.4.4.1. For freshers' shows, a roundtable approach may not initially be effective, so should continue to have liaison sessions with cast and Production Team in separate rooms for the start of their show process. Further down the rehearsal process, this will be left to the Production Team and liaison discretion.

13.5. The Tours Officer shall be the show liaison for the Edinburgh production(s) by default unless they are a member of the Edinburgh show cast or Production Team. In this case, a member of Committee will be elected.

13.6. In the instance that any liaisons cannot be appointed from within the Committee then a suitable candidate shall be appointed by Committee.

14. Show Feedback

Show feedback should be completed and presented to a closed Committee within 4 in-term, non-exam weeks of the show ending, and should then be released publicly at the soonest possible point after Committee approval.

14.1. For each show, a non-anonymous dropbox will be open throughout the show process, where anyone will be able to leave feedback pertaining to the show process at any time for liaisons to read and act upon. Liaisons will check this frequently and bring issues raised to the next show liaison session, or if required deal with more urgent issues as and when. Any anonymous feedback cannot be considered.

14.2. Feedback will be compiled by the 2 elected liaisons together, and will consist of a constructive document written about the show process with the aim of informing and improving future shows. This will summarise the points raised across the liaison process and how they have been dealt with, and any remaining post-show feedback left in the form. This document will be approved and edited by Committee members not involved in the show process, and following this, released publicly.

15. Pitching

Production teams have the option to do 4 or 5 shows in a show week. This is subject to the cost of the show, and doing 5 shows may be detrimental to a pitch's success and may cause the choice of number of shows to be revoked at Committee's discretion. In the event of a single show on the Saturday, the start time of the show is at the Production team's discretion, in liaison with StageSoc.

15.1. Any member of the society wishing to pitch a show which may cause a conflict of interest with another society (as described in Section 5) should consult with their society's Committee as soon as possible, and before the written pitch deadline. The Committee should then follow the procedure outlined in Section 5.

15.2. Any member of the society that pitches a show which may cause a conflict of interest with another society, without first consulting with their Committee with sufficient notice, should be aware that their pitch will be declined solely on this basis.

15.3. When deciding whether a pitch is to be accepted or not, the Committee will follow the guidelines outlined in Appendix A. The ultimate decision of a pitch will still lie with a Committee vote following a spoken pitch. A pitch which has any of the issues outlined in Appendix A will not necessarily be unsuccessful, nor will a show having none of the issues be guaranteed to be successful.

- 15.4. If a pitch includes originally written material, the Production Team must follow the guidelines as set out in Appendix B.
- 15.5. Throughout the year, pitch meetings shall be held where Production Teams and shows are elected by Committee. Any Full Member or Associate Member is entitled to pitch a show. Pitch meetings will be chaired by welfare officers or a suitable member of Committee.
- 15.6. A show must be pitched with at least a Director, a Musical Director, a Choreographer, a Publicity Producer and Props and Costumes Producer subject to the requirements of the show.
- 15.7. A deadline shall be given for when written pitches must be submitted by. Any pitches received after this deadline without valid reason shall be discounted at the Committee's discretion.
- 15.8. The Chairperson in question must be an impartial Committee member not affiliated with any pitch submitted.
- 15.9. For the purposes of impartiality a non-showstoppers affiliated person should be present for pitches and all subsequent discussions to ensure that discussions are fair and within the realms of a pitch rather than personal issues.
- 15.10. The President shall be responsible for advertising the pitch meeting at least two weeks in advance of the spoken pitch deadline. The relevant section of the handbook pertaining to pitches shall be advertised.
- 15.11. Any member of the Committee who is on a pitch team may not vote on any decision made about that production. In the event that the Committee does not reach quorum, for the decision on a particular production, an EGM should be held. In this instance, the voting for that specific show will follow the same process as used for elections but with a discussion.
- 15.12. In the case where no pitch is received or accepted for a Freshers, Small, Spring or Summer show slot, responsibility for carrying out that production is then assigned to Committee members.
- 15.13. All Committee members must read all information pertaining to each pitch before the pitch meeting. Any non-comm that have expressed interest in being present at pitches will be sent pitch materials individually to read. Any non-comm that arrives at pitches without prior warning will be given the pitch materials immediately.

- 15.14. Non-comm are not allowed to be present for the discussion and voting of a pitch. After the pitch teams have left, non-comm will have the opportunity to ask any questions or present any concerns to Committee to be discussed once non-comm have left.
- 15.15. Prior to pitches, the pitch team(s) are asked their preferred cut off time to receive the Committee's decision (10pm, 11pm or 12am). At 10pm Committee will inform pitch team(s) of their progress and whether calls with their decision will go out by their preferred cut-off time or the next day.
- 15.15.1. If discussions will continue past the cut-off time the pitch team will be notified of what hour the Committee will reconvene the next day to send out calls.
- 15.15.2. Committee will decide at 12am if they will continue discussions into the night, or reconvene the next day to finalise decisions. Either way, they must reconvene the next day at an advertised hour to call the pitch team(s)
- 15.16. Following a successful pitch, the Production Team must sign and adhere to the Showstoppers Fair Casting Agreement, outlined in Appendix C.
- 15.17. The Committee reserves the right to Re-Open Nominations (RON) for any pitch.

16. Auditions, Callbacks and Casting

- 16.1.1. Fresher's Show will audition any day Monday - Saturday with callbacks either on the Saturday or Sunday

16.2. Auditions:

- 16.2.1. Any auditions will be held by the creative members of the Production team and others chosen at the discretion of the Production Team, however any person auditioning may not be a member of the audition panel. This must be followed in all circumstances except those that the Committee deems exceptional.
- 16.2.2. Auditions can take place on any weekday (at Production Team's discretion)
- 16.2.3. Monologues used in auditions should be put on audition event, and written in accessible format (e.g.: Comic Sans)

- 16.2.4. Online auditions must be sent in by 12pm on the final day of auditions, relevant materials sent out at start of audition week

16.3. Callbacks

- 16.3.1. Production Team decides callback materials and schedule prior to auditions beginning, this can be subject to change but recommended that it isn't lengthened, only shortened
- 16.3.2. A Welfare representative will be chosen to be present during callbacks. This will be a Welfare Officer, but in the event they are both involved in the show process/auditioning, Committee will elect this role from members of the Production team or the Committee
- 16.3.3. In the audition form, auditionees will be asked if they would rather receive a call, text or voice note from the Welfare Rep regarding whether they are needed or not needed for a further chemistry read
- 16.3.4. Callback list goes out latest 10pm of the Friday of audition week, if this time limit can't be met, a reason is provided to the Committee, and auditionees are made aware
- 16.3.5. Callbacks occur on the Saturday of audition week, 10am-7pm. Sunday 10am-1pm can be used for callbacks if the Production Team don't believe they will be able to complete callbacks on Saturday, but this mustn't be premeditated and is a last resort (i.e.: auditionees cannot be present on Saturday)
- 16.3.6. Casting will occur on the evening of the final callback day, be that Saturday or Sunday

16.4. Casting

- 16.4.1. Auditionees are called by members of the Production Team and asked to accept the role they have been given. Unsuccessful auditionees will be informed via text, once all roles have been accepted
- 16.4.2. Auditionees will be contacted by 11pm of casting day if the Production Team believes the calls will go out after 11pm. There is no formal cutoff time for calls, but Production Team should consider the welfare of auditionees and themselves when deciding when to end calling

17. Edinburgh

17.1. In such years that performing at the Edinburgh Festival Fringe is a viable option, the pitching and production process shall follow the same format laid out in **Articles 10 and 11** unless otherwise stated below.

17.2. The trip aspect of performing at the Edinburgh Festival Fringe shall be entirely overseen by the Tours Officer and an Edinburgh Sub-Committee if necessary. The Sub-Committee shall be chaired by the Tours Officer and consist of a number of society members at their discretion.

18. Independent Slot

18.1. Independent Show - pitched and held at any point throughout the year, these shows can be pitched with no restrictions in cast size, gender split, tech, location or length. They can be originally written or professionally licensed.

18.2. Any society member (or team of members) can pitch for an Independent Show at any scheduled round of pitches, or after approaching Committee.

18.2.1. An Independent Show is not StageSoc affiliated and therefore The Annex is not a guaranteed venue.

18.2.2. Should an Independent Show receive permission from StageSoc and the time slot aligns with The Annex calendar, the venue then becomes viable.

18.3. A pitch team should submit a self-sufficient budget (or one which breaks even with contribution from the Independent Fund as agreed by the Treasurer) to Committee for approval, as well as a written pitch. Any further expenditure is at the Production Team's discretion and risk.

18.4. Any profits or losses will go into or come out of the Society's Independent Fund.

18.5. The Society's Independent Fund will consist of profits from all Independent Shows and may subsidise Independent Shows in the future at the Treasurer's discretion.

18.6. The Committee will elect one or two show liaisons at the Committee's discretion.

19. Constitutional Matters

- 19.1. The Committee shall have the power to interpret any matter within this constitution.
- 19.2. The Committee shall first approve amendments to the constitution at a Committee meeting.
- 19.3. The Committee shall hold a vote to pass any constitutional changes. This shall be done by secret ballot or show of hands as decided by the Committee. The voting must reach a 2/3 majority of a quorate meeting to pass.
- 19.4. The Society is to remain at all times an autonomous SUSU society, over which no outside body has any authority.
- 19.5. The most up to date version of the constitution must be available on the website.

This constitution was written by Showstoppers' Vice-President Sam Beath, updated by Showstoppers' President Robin Johnson and Vice-President Anna Pinnell and approved at the Annual General Meeting on 16th March 2015 under the presidency of Robin Johnson.

It was then updated by Showstoppers' President Sevan Keoshgerian and Vice-President Ben Willcocks and approved at the Extraordinary General Meeting on 7th January 2015 under the presidency of Sevan Keoshgerian.

It was further updated by Showstoppers' President Sevan Keoshgerian and Vice-President Ben Willcocks and approved at the Annual General Meeting on 10th March 2016 under the presidency of Sevan Keoshgerian.

It was then updated by Showstoppers' President Lydia Edge and Vice-President Charlie Taylor and approved at the Extraordinary General Meeting on 8th January 2016 under the presidency of Lydia Edge.

It was further updated by Showstoppers' President Lydia Edge and Vice-President Charlie Taylor and approved at the Annual General Meeting on 15th March 2017 under the presidency of Lydia Edge.

It was then updated by Showstoppers' President Isabella Norris and Vice-President Gem Tunley and approved at the Annual General Meeting on 14th March 2018 under the presidency of Isabella Norris.

It was further updated by Showstoppers' President Victoria Howard-Andrews and Vice-President Phoebe Armstrong and approved at the Annual General Meeting on 27th March 2019 under the presidency of Victoria Howard-Andrews.

It was further updated by Showstoppers' President Antigone Robertson and Vice-President Alexander Wareham and approved at the Annual General Meeting on 10th March 2020 under the presidency of Antigone Robertson.

It was further updated by Showstoppers' President Will Fieldhouse and Vice-President Chloe Taylor and approved at the Annual General Meeting on 11th March 2021 under the presidency of Will Fieldhouse.

It was further updated by Showstoppers' President Patrick Riley and Vice-President Holly Barrett and approved at the Annual General Meeting on 17th March 2022 under the presidency of Patrick Riley.

It was further updated by Showstoppers' President Jenny Hadley and Vice-President India Browning and approved at the Annual General Meeting on 20th March 2023 under the presidency of Jenny Hadley.

It was further updated by Showstoppers' President Niamh Grimes and Vice-President Will Bartlett and approved at the Annual General Meeting on 18th March 2024 under the presidency of Niamh Grimes.

It was further updated by Showstoppers' President Will Bartlett and Vice-President Sophie Green and approved at the Extraordinary General Meeting on 20th November 2024 under the presidency of Will Bartlett.

It was further updated by Showstoppers' President Will Bartlett and Vice-President Sophie Green and approved at the Annual General Meeting on 25th March 2025 under the presidency of Will Bartlett.

This replaces all previous constitutions on record.

18. Declaration

The Members of the Group in General Meeting Adopted this Constitution:

Date 25/03/2025

President

Secretary

The Students' Union Approved this Constitution:

Date

Vice President Communities

Appendix A

The following is a set of pitching guidelines to give pitch teams an idea of what Committee are looking for and why a pitch may be rejected.

Inexperience of pitch team

1. If the pitch team is very inexperienced, across the different roles or specifically in one area, Committee may reject the pitch.

1.1 Ideally everyone on the pitch team taking on a 'full role' (Director/Musical Director/Choreographer/Producer etc) will have at least previous assistant experience in that role or has shown a keen interest by coming to relevant workshops, asking to shadow someone or something to that effect. In the absence of any substantial satisfactory experience, a supervising role will be implemented at Committee's discretion.

1.2 Assistant roles are not expected to have any prior experience.

Society suitability and feasibility

A pitch may be rejected if any of the following hold true:

- The show cannot be effectively produced within the constraints of Showstoppers.

- The show does not suit Showstoppers' current show climate, i.e. too similar to a show already happening that year.
- The show has been previously produced by Showstoppers during a current member's time in Showstoppers, i.e. the show is still in 'living memory', or within four years, whichever is shorter, at Committee's discretion.
- The budget is not deemed viable by the Treasurer, prior to, or during the pitching process (depending on if advice was sought after before submitting it).

Gender diversity

- For our main show slots, Committee will always be looking for a gender balance across the types of roles in the show, this refers to the numbers in the cast and quality of the parts in the show.
- Defining the 'quality' of a role can be difficult but considering things like stage time or how a character is defined in relation to other characters, particularly those of romantic nature, can be a good place to start. Efforts made to provide quality characters for all genders will strengthen a written and spoken pitch.
- If the show's gender balance is limited in reflecting the current gender makeup of the society it may be rejected (this applies to our main show slots, not Independent Shows.)
- Any planned gender swapping will ideally be mentioned in the written and spoken pitches in as much detail as possible. In particular, Committee will be concerned with the directorial interpretation of the character as well as the logistics of the vocal part.
- Shows which depict transgender or gender non-conforming characters should be taken into consideration given the current diversity of the society.

Ethnic diversity

- In cases where shows feature characters of a specified race or ethnicity, this should be taken into consideration given the current diversity of the society.
- Where there are characters of an explicitly written race or ethnic minority Committee must enforce that these characters must be portrayed and cast accurately.
- Any prewritten alternatives to canonically diverse characters must be presented in the pitch.
- Shows that appropriate cultures in an inappropriate or insensitive manner should not be considered.

Sensitive content and appropriateness

- If the show's subject material or the Production Team's interpretation of the show contains potentially offensive or inappropriate themes and content, the Committee may reject the pitch.
- For originally written work, a full copy of the current script must be sent to Committee by the same deadline as written pitches.
- If Committee decides that part of a script is inappropriate, they may pass the pitch with stipulations to change said part. The pitch team must then liaise with the Original Writing Officer until Committee are happy with the changes. If appropriate changes are not made, Committee may withdraw approval of the pitch as the stipulations were not met.

If these expectations are not fulfilled, regarding any of the aforementioned sensitivity content, Committee reserves the right to revoke a passed pitch as per the violation of a stipulation, and subject to whether the rights have already been bought, either instate a replacement team who will follow the enforced stipulations, or reopen pitches.

The ultimate decision of a pitch will lie with a Committee vote following a spoken pitch. A pitch having any of the aforementioned issues will not necessarily be unsuccessful, nor will a pitch having none of the aforementioned issues be guaranteed success.

Appendix B

The following is a set of guidelines to be followed by Production Teams who wish to pitch a show that contains original material.

Before a show containing original material is allowed to be pitched, the Original Writing Officer must ensure any and all content is in line with the standards upheld by the Society. This will include assessing the appropriateness of the material with regards to offensive or sensitive themes but will not be a judgement of its overall quality.

Before Committee discusses the project, the material should be fully drafted. Any subsequent changes to the material must also be communicated to the Original Writing Officer and gain approval.

The Original Writing Officer will then pass all relevant material on to the rest of Committee at their earliest convenience, who will decide if the show would be suitable for the Society at the time and if the Production Team should be allowed to pitch.

If it is decided that they should be allowed to pitch, the Production Team should then follow the pitching guidelines as set out in Section 4.

Appendix C

Showstoppers Fair Casting Agreement 2025

Showstoppers prides itself on being a fair, inclusive and diverse society. To ensure the regulation of each Showstoppers' casting process, the following conditions have been set out by the Showstoppers Committee to ensure our high standards as a Society are upheld. Every member of a Production Team is to sign this document before auditions commence. For the purpose of this document, auditions and callbacks will henceforth be referred to as 'auditions'.

As a member of the _____ Production Team I agree to:

- Not have any preconceptions with regards to specific individuals and roles before the audition process has begun.
- Disregard any personal relationships with any auditionees throughout the audition and casting process.
- Make casting decisions based purely on an individual's performance at the audition and not take into consideration any previous performances within or outside Showstoppers.
- Only give my casting advice on auditions at which I was present and not give any casting advice on auditions I didn't see.
- Not take into account, when casting, any allegations towards an individual of poor behaviour prior to an audition, unless the behaviour has been raised to Committee as a documented issue. Poor behaviour that has been exhibited during the audition process can be considered when casting.
- Not take into account, when casting, whether an auditionee has previous Showstoppers experience in this, or any, show slot.
- Only take into account the physical characteristics of an auditionee if specifically agreed upon by the Committee in the pitch.
- Cast in accordance with the Equality Act 2010.
- Hold my fellow Production Team members accountable during the casting process.

- Ensure that audition notes remain private and are not revealed to non-prod team members.

I understand that if these conditions are not complied with, the Showstoppers Committee reserves the right to intervene at any point during the casting and rehearsal process and investigate further. Any disciplinary action then taken will be in accordance with Showstoppers' Constitution.