

1. NAME

The name of the Society will be the University of Southampton Students' Union Stage Technicians' Society, and shall be known simply as 'StageSoc', hereinafter referred to as the Society.

2. SOCIETY TYPE

Performing Arts

3. AIMS AND FUNCTIONS

- a. To provide training in stagecraft for all members and to provide opportunities to allow the development of such skills.
- b. To care for the technical resources of the Society, including but not limited to: the Annex, equipment stored elsewhere, and any other resources allocated to the Society.
- c. To provide technical support and advice for Southampton University Students' Union (SUSU) Performing Arts societies, where skills are available in the membership.
- d. To provide members with development opportunities, through experience of external venues and companies.

4. MEMBERSHIP

- a. Any current registered student shall be eligible to become a Full Member of the Society, upon payment of an annual membership fee as determined by the Committee.
- b. Associate or Temporary members of SUSU and SUSU staff shall be eligible to become Associate Members of the Society, upon payment of an annual membership fee as determined by the Committee. Associate Members shall be entitled to full rights and privileges as Full Members except that they may not hold office, nominate or vote in elections and meetings.
- c. Members must hold Society membership in order to participate in Society productions.
- d. 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.
- e. All members shall be bound by these rules or any subsequent amendments thereto approved at a General Meeting of the Society.
- f. The constitution shall be freely available to all members of the Society.
- g. Honourary Lifetime membership to the Society may be awarded to any member, following nomination by the Committee and a majority vote at a quorate General Meeting.

5. EXPULSION OF MEMBERS

- a. The Committee shall have the power to expel any member from the Society, after discussion with the Performing Arts Officer, on the grounds of misconduct, or for conduct of a nature opposed to the objectives of the Society and SUSU.
- b. Any member expelled from the Society for whatever reason, or who resigns, cannot obtain a refund of their membership fee.
- c. Any member expelled from the Society for whatever reason has the right of appeal to the Performing Arts Committee.
- d. Where any member of the Society is expelled by the Committee, a report of the matter shall be made available for viewing by society members and a notice of its whereabouts should be made at the next General Meeting of the Society.
- e. In the event that a member has been involved in misconduct the committee may decide to issue a formal warning to the member instead of seeking immediate expulsion. This warning will be issued by an uninvolved member of committee. However, if this member is involved in a second incident, committee reserves the right to seek expulsion.

6. OFFICERS & COMMITTEE MEMBERS

The administration and management of the Society shall be the responsibility of its Committee. The Committee shall consist of the following Officers of the Society, given in rank order, and no less than two Ordinary Members of the Society.

a. President

They shall be the figurehead of the Society to all external interests and shall take overall responsibility for its actions. They shall sit on the SUSU Performing Arts Committee and shall attend its meetings or shall delegate to an available committee member. They are responsible for any other tasks that do not come under jurisdiction of other members of the Committee (see below).

b. Treasurer

They shall maintain the accounts of the Society, which shall be available for examination at the AGM, by the Performing Arts Committee or VP Activities. They shall be responsible for all financial aspects of the Society, including but not limited to the Society current account and the Maintenance Fund. Any funds spent by the Society must follow SUSU regulations and purchases over £100 must be authorised 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 shall also do such tasks as directed by the Committee.

c. Secretary

They shall keep minutes of all Society meetings, which shall be available to the Performing Arts Committee or VP Activities if required. They shall be responsible for all communications on behalf of the Society and its Committee. They shall also do such tasks as directed by the Committee.

d. Social Secretary(s)

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 shall also do such tasks as directed by the Committee.

e. Training Officer

They shall be responsible for organising training programmes as required by the Committee and the membership, keeping records of training undertaken by members, and ensuring members meet the minimum training requirements as set by the Committee. They shall also do such tasks as directed by the Committee.

f. Annex Officer

They shall be responsible for the upkeep of the Annex stores, the Annex technical equipment and the shared resources of the Performing Arts societies stored in the Annex. They shall be responsible for ensuring that a risk assessment and 'safe system of work'/'method statement' is completed for tools owned by the Society. They will be responsible for the ensuring that all Society equipment is tested according to Society risk assessments and 'safe systems of work'/'method statements' by suitably trained people. They should be responsible for inspecting the Annex to ensure it is kept in an appropriate, organised and safe state for use by members during every show except in exceptional circumstances. They shall also do such tasks as directed by the Committee.

g. Webmaster

They shall be responsible for the maintenance and upkeep of the Society website, mailing lists, Committee email accounts and other online infrastructure relating to the Society. They shall ensure that the content of these resources is kept accurate and up-to-date. They shall also do such tasks as directed by the Committee.

h. Ordinary Members

They shall assist with any tasks not explicitly covered by other position including taking the minutes when the Secretary is unavailable and shall express the opinions of the rest of the society. They shall also present feedback following shows except in exceptional circumstances. They shall act as welfare officers for the Society. They shall also do such tasks as directed by the Committee.

i. Publicity Officer (This role will be elected from within the existing committee)

They shall oversee all publicity and promotional material including the use of social media.

7. TECHNICAL LIAISONS

- a. A representative from any Performing Arts society committee (or production team) may attend meetings of the Society Committee.

- b. They shall have a single vote on the election of Technical Directors for productions performed by their respective societies and are entitled to a single vote on further matters relating to their production
- c. They shall not be able to vote on any other matters.
- d. Technical Liaisons may be requested to attend any Committee meeting.

8. COMMITTEE MEETINGS

- a. The President shall chair all meetings and, in their absence, appoint a Committee member.
- b. The President may convene a Committee meeting at their discretion by notifying members with at least 24 hours notice by email or general advertisement.
- c. Three members of the Committee can request a meeting by presenting their request to the Secretary with 24 hours written notice.
- d. In the event of a Committee meeting having not been called for nine term weeks, the Secretary must convene a meeting at the earliest practical date.
- e. All committee members present are entitled to one vote.
- f. The quorum for any Committee meeting shall be 4 members of the Committee, including at least one of the President, Treasurer or Secretary.
- g. Any non-committee member of the Society may attend Committee meetings, but shall not be entitled to vote upon matters discussed at that meeting unless otherwise stated.
- h. Committee reserves the right to enter a closed session whereby non-committee members and interested parties will be asked to leave the room. This includes but is not limited to Technical Directors.
- i. A representative of productions the Society is involved with may be asked to attend any Committee meeting. Technical Directors are required to attend Committee meetings on request.
- j. Any member of the Committee who fails to attend two Committee meetings without giving apologies shall be deemed to have resigned their post; this will not affect their membership of the Society. This will be at the discretion of the Committee.

9. GENERAL MEETINGS

- a. Conduct of meetings
 - i. 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.
 - ii. The quorum for all general meetings shall be 25% of Full Members.
 - iii. The Secretary of the Society shall keep minutes of all Society meetings, which shall be available to the Performing Arts Officer and the Performing Arts Committee.
 - iv. At all general meetings, the President shall make the agenda available at least 3 working days in advance.
 - v. The accidental omission to give notice of a meeting, or the accidental non-receipt of notice of a meeting shall not invalidate the proceedings at that meeting.
- b. Annual General Meetings (AGM)
 - i. 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.
 - ii. The President will be responsible for informing all members of the meeting at least 14 clear days in advance.
 - iii. Agenda points will be included at the President's discretion, providing submission at least 24 hours before the meeting.
 - iv. Committee members shall be elected at the AGM. The President shall invite nominations at least 7 clear days before the meeting. Nominations may be received at the meeting.
 - v. The Officers elected at the AGM shall take office from the end of the meeting subject to a minimum handover period of 2 weeks.
 - vi. Each member of the Committee may be invited by the President to make a short speech concerning their activities during the previous year. This speech is compulsory for the President, who shall present an annual report, and the Treasurer, who shall present the year's accounts for examination.
 - vii. The Performing Arts Officer shall be invited to the AGM.
 - viii. Minutes of the AGM shall be made available within 14 days of the AGM taking place.

- c. Extraordinary General Meetings (EGM)
 - i. An EGM may be called by the President or Secretary of the Society, or by written application to the Secretary by at least 25% of the members of the Society, together with a written statement of the objects for which the meeting is being called.
 - ii. At an EGM no business other than that specified in the written statement shall be discussed.
 - iii. 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.
 - iv. The Performing Arts Officer shall be informed of the meeting and the reason for it being called, before it is held.
 - v. A Committee Member may be removed from their role through an EGM. The vote to remove the Committee Member must pass with a 2/3 majority.

10. ELECTIONS

- a. Elections for Society Officers and Committee members shall be held at the AGM.
- b. Voting for the elections shall be voting by secret ballot. Proxy votes shall not be accepted for any purpose.
- c. An independent vote counter, unaffiliated with the society, must be present for Committee member elections to verify the counting of the votes.
- d. In the event of a tie for any position, the incumbent President shall have the casting vote providing they do not vote, unless the President is one of the candidates, where the responsibility shall pass to the most senior Committee member who is not a candidate.
 - i. The member holding the casting vote must only vote in the case of a tie.
- e. In the event that a full Committee is not elected for any reason, the incoming Secretary shall be responsible for ensuring that elections occur as early as possible. In the event that a secretary has not been elected, an interim Secretary shall be appointed by the outgoing committee, to fulfil this duty.
- f. In the event that a Committee member resigns or is expelled before the end of their term, an EGM shall be held to elect a new Committee member. The voting procedure shall be conducted as for an AGM, but only for the vacant position.
 - i. In the instance where a current Committee member wishes to run for a vacant position, they may nominate themselves for the election. If successful, they must resign their original position on Committee immediately. Their original Committee position will then be vacant.
- g. The responsibilities of any unfilled Committee roles shall be shared by the Committee until these elections can occur.
- h. A member of the society may run for a committee member role in absentia by submitting a pitch to the committee, to be presented by an impartial person at the general meeting. They shall not be eligible to respond to questions.
- i. RON (Re-Open Nominations) shall run for all elections.

11. SOCIETY HANDOVER

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. The responsibilities of each outgoing Officer are:

- a. President - They must ensure that all resources are transferred to their successor.
- b. Treasurer – They must ensure that the Society's finances are up to date and in line with SUSU regulations and that their successor has all bank account details transferred to them, along with all relevant documentation. **They shall ensure the signatories are exchanged.**
- c. Secretary – They will transfer all minutes and relevant documentation to their successor.
- d. Training Officer – They will pass on documentation containing the names of members who have completed any compulsory Society/Union training sessions to their successor.
- e. Webmaster – They will ensure that their successor has updated website privileges and can access all online data and will pass on all relevant passwords.
- f. All Officers and Committee members – They must ensure that any relevant documentation and information in their possession, including details of the Officer's Committee email account, is transferred to their successor.

12. TECHNICAL DIRECTORS (TD)

- a. A Technical Director shall be elected by the Committee to each production the Society is involved in, at the discretion of the Committee.
- b. Elections for TDs shall be held throughout the year as appropriate, as part of any Committee meeting.
- c. The President or delegated committee member shall be responsible for advertising the availability of a TD position at least 5 days in advance of the Committee meeting where elections will take place.
- d. Applications for a TD position shall be by written notice to the President or Secretary and/or a vocal pitch to the Committee at the meeting. Applications may be taken at the meeting.
- e. Voting for the elections shall be by show of hands or verbal assent. Any Committee member, including the Technical Liaison where applicable (see section 7), has the right to vote in a TD election. In the event of a tie, the Chairperson shall have the casting vote.
 - i. The Chairperson shall be an impartial Committee member in the event that the Chairperson is applying for the position.
- f. In the event that a TD resigns or is expelled before the end of their production, a Committee meeting shall be held to elect a new TD. The voting procedure shall be conducted as for any TD election.
- g. The Committee shall have the power to relinquish the role of TD from any member, should they deem fit. This will be subject to a majority vote of the Committee.
 - i. Should a production team be unhappy with their elected TD and wish to expel them, the reasons for this shall be presented in writing to the President and/or Secretary, for consideration by the Committee. The Committee shall have the power to uphold the original election.
 - ii. In the event that the President and/or Secretary is the TD in question, the production team shall present their case to the most senior impartial member of the Committee for consideration.
- h. Any member of the Committee applying for the position of TD may not vote in the election of that position.
- i. Co-TDs shall be seen as equivalent to a TD by this Constitution. They shall share all the responsibilities of a TD and shall be held jointly responsible for the production.
- j. ATDs (Assistant Technical Directors) must run with the TD or be subsequently approved by committee. For elections to the position of TD, ATDs shall be seen as equivalent to TDs for sections 12. h and n.
- k. Any Full Member or Associate Member shall be entitled to apply for the position of TD for any production.
- l. RON (Re-Open Nominations) shall run for all elections.
- m. The Committee shall have the right to conditionally award the position of TD in any election. Conditions include but are not limited to the mentorship of the applicant by another member.
- n. Any member of the Committee that holds a position on the production team for any production may have a singular vote in votes related to that production.
- o. The TD for a production shall act as a liaison between the Society and the production team or organisers of the show.
- p. They shall be in overall charge of all technical aspects of the production, having the responsibility to form a crew from the membership. It is their responsibility to ensure that crew members behave appropriately and safely whilst acting as representatives of StageSoc for the production.
- q. The TD is responsible or may delegate responsibility to ensure crew welfare is upheld.
- r. They shall be responsible for completing a risk assessment for any activities that go beyond what is covered in the annual risk assessment and shall be responsible for ensuring that a copy of this risk assessment is submitted to the Secretary, 5 days prior to the start of the production, except in exceptional circumstances.
- s. They shall be responsible for ensuring that all control measures stated in the risk assessment are put into practice by the crew.
- t. Technical Directors are required to attend the Committee at which feedback for their show is discussed, to provide feedback to the Committee.

13. HEALTH & SAFETY

- a. All members shall be collectively responsible for the health & safety practice of the Society.
- b. Risk assessments:
 - i. The Committee shall review all supplementary risk assessments for productions, as submitted to the Secretary, and shall ensure that the risk assessments are adequate for the activity in question, by approving, amending or rejecting the risk assessment.

- ii. In the event that a risk assessment is rejected, amendments should be suggested to the TD and the risk assessment should be resubmitted after these amendments have been made.
- iii. The Committee and TDs shall not allow any activity to take place that does not have an adequate risk assessment.
- iv. The President shall be responsible for the annual review of the Society risk assessment/s.
- v. The Annex Officer shall be responsible for ensuring that a risk assessment and 'safe system of work' is completed for each new tool purchased by the Society and shall complete an annual review of all existing 'safe systems of work'/'method statements'.
- c. The Training Officer shall ensure that all members are appropriately trained in health & safety and the Committee and TDs shall disallow any member from participating in activities that they are not safely trained in.
- d. The Committee shall ensure that TDs are practising the control measures stated in the risk assessment for their production and any other applicable Society risk assessments.
- e. The Annex Officer shall be the designated Health and Safety officer with regards to the Students' Union.

14. FINANCIAL MATTERS

- a. The Treasurer of the Society shall be responsible for maintaining the accounts of the Society, which shall be available to the Performing Arts Committee on request.
- b. An annual statement of the Society accounts must be presented at the AGM by the Society Treasurer.
- c. The Officers of the Society are jointly liable for the proper management of the Society's finances in line with SUSU policy.
- d. The Maintenance Fund exists to maintain (repair or replace) small and large equipment belonging to the Society, or in the Society's care.
- e. Society hire charges
 - i. Any production that uses such equipment shall be charged a fee, as determined by the Committee, on a per performance basis, with an additional charge if the production does not take place in the Annex.
 - ii. Technical Directors may apply to the Committee for a reduction in this charge, on a per production basis, in advance of the production. Applications made after the production will be declined. This shall be at the discretion of the Committee.
 - iii. The Committee may award a reduction on the basis that only a small proportion of the Society's equipment is used. This shall be at the Committee's discretion.
 - iv. The Committee shall vote on all applications for reductions. A majority vote is required to award the reduction.
- f. The purchase of equipment that requires spending of over £200 from any of the Society's accounts, including the Maintenance Fund, shall require three quotes to be obtained prior to the Committee approving the purchase.
- g. The society will hold a Business Internet Banking Account, for which the Treasurer will be the primary user, giving them access to the accounts online and the ability to make payments solely.

15. AFFILIATIONS

The Society may affiliate to 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 the Performing Arts Committee and to the SUSU AGM.

16. CONSTITUTIONAL MATTERS

- a. The Committee shall have the power to interpret any matter within this constitution.
- b. The Committee shall first approve suggested amendments to the constitution through a vote at a Committee Meeting.
- c. The constitution will be subject to acceptance by a 2/3 majority of a quorate General Meeting. This shall be done by secret ballot or show of hands as decided by the Committee.
- d. Notice of the proposed alteration must be given in advance of the General Meeting.
- e. Amendments to this constitution shall be submitted to SUSU in writing, for consideration and approval by the Performing Arts Committee.
- f. The Society is to remain at all times an autonomous SUSU Society, over which no outside body has any authority.
- g. The constitution shall be available to all members to view on the Society's website.

This constitution was approved by the Committee and by those Full Members present at the Annual General Meeting on 20th March 2021 under the presidency of Kit Grange. This replaces all previous constitutions on record.

Signed: (President) _____

(Secretary) _____