

## **Drama Society Constitution 2019**

### **1. Definitions**

- 1.1. The society in this document will be referred as the 'Society'.
- 1.2. Those chosen to collectively represent the 'Society', shall be referred to as the 'Committee'.

### **2. Name of the Society**

- 2.1. The Society's name shall be **Drama Society (DramaSoc)**.

### **3. Aims and Objectives**

- 3.1. The aims and objectives of the Society are to promote the interests and act on behalf of the Society Members.
- 3.2. To provide an opportunity for members of the Society to meet and participate in the given activities together.
- 3.3. The societies specific aims shall be:
  - 3.3.1. To put on theatre, whether that be student written pieces, plays with rights, musicals or rights free shows.
  - 3.3.2. To be an inclusive society, with opportunities open to all.
- 3.4. The societies specific objectives shall be:
  - 3.4.1. To put on a 'Weekend Show' every weekend, weeks 2-9, every term.
  - 3.4.2. To hold auditions for Weekend Shows each term so all members have the chance to be cast and be involved.
  - 3.4.3. To offer a free show once a week called an Open Drama Night, which is experimental, original and fun.
  - 3.4.4. To hold an Open Meeting every Wednesday, which is a free space for all members to express their views and opinions, and we check in with how each play is getting on.
  - 3.4.5. To offer the chance to Freshers to be in a 'Fresher Play', where all wanting to be involved get cast.
  - 3.4.6. To hold termly social events for all the society to attend.

### **4. Membership**

- 4.1. Membership of the Society will be open to all members of YUSU
- 4.2. Membership of the Society, in addition to section 4.1, will be open to non-YUSU members who are not subject to disciplinary proceedings or consequent condition of their membership.
- 4.3. Non-YUSU members must not exceed 20% of the overall Society membership
- 4.4. The Society must have a core membership of 15 YUSU members

### **5. Code of Practice**

- 5.1. No member should undertake any action that may bring the reputation of the Society, YUSU or the University into disrepute.
- 5.2. A member must not participate in or omit to mention anything which might cause damage to themselves or others.
- 5.3. All members must adhere to the health and safety rules and procedures of YUSU, the Society and the University.
- 5.4. No members should attend workshops, activities and meetings under the influence of drink and/or drugs.
- 5.5. Members must respect the different viewpoints of the Society's members if different from their own.
- 5.6. Members must respect the property of the University, YUSU, the Society and of other members.

- 5.7. Participant selection for Society activities should be free and fair.
- 5.8. Socials (and any related activity) must be opt-in only and have no effect on eligibility to hold membership of the Society or a committee position.
- 5.9. Drinking should not be the main purpose of any social, and members should be able to participate in all Society activities without drinking alcohol, and without any coercion to drink.
- 5.10. The committee will ensure that members of the society should not pressure or coerce any other member into any action with which they feel uncomfortable.
- 5.11. Any action taken by the members on behalf of or while representing the Society in any way will also be accountable to the YUSU Code of Conduct found in Bye-Law 13.
- 5.12. Breaches of this code of practice can result in Society, YUSU or University disciplinary action.
- 5.13. No member is to be allowed to be part of an executive production team more than once within a single term. This includes Assistant Director and Assistant Producer. This is due to welfare reasons and ensuring equal opportunities within the society. *(Unanimous decision made by DramaSoc Committee March 2018).*

## **6. Society's Committee**

- 6.1. The Committee will be collectively responsible for the effective management and day to day running of the Society.
- 6.2. All of the Committee must be current YUSU members who are enrolled and studying on a University of York programme.
- 6.3. The Committee shall have the power to set Society rules, in accordance with the Society Constitution.
- 6.4. A new Committee must be elected at least annually at the Annual General Meeting (AGM)
- 6.5. The democratically elected committee must consist of:
  - 6.5.1. President/Chair
  - 6.5.2. Secretary
  - 6.5.3. Treasurer
  - 6.5.4. Internal Vice Chair
  - 6.5.5. External Vice Chair
  - 6.5.6. Marketing and Events Officers (x2)
  - 6.5.7. Technical Managers (x2)
  - 6.5.8. Barn Manager
  - 6.5.9. Open Drama Night Representative
  - 6.5.10. Costumes and Props Manager
  - 6.5.11. New Works Representative
  - 6.5.12. Workshop Director
  - 6.5.13. Archive Officer [can be held by a non-YUSU member as it is an officer position and cannot make committee decisions. This is not an elected position but rather an application and interview process]
- 6.6. The committee will ensure an up-to-date list of Committee members is provided to YUSU within five working days of any election
- 6.7. No committee member should be responsible for case work e.g. giving support and advice to any individual student, and when these cases present they must be referred promptly to the YUSU who can ensure the proper support is made available.
- 6.8. All committee members will undertake GDPR training

## **7. Duties of the Society's Committee**

- 7.1. The President/Chair is responsible for:**
  - 7.1.1. Providing leadership for the Society
  - 7.1.2. Being a spokesperson/figurehead and representing the Society to relevant external stakeholders.
  - 7.1.3. Ensuring that Society adheres to the relevant policies and to this constitution.
  - 7.1.4. Ensuring the Society Committee contains officers named in section 6.5
  - 7.1.5. Attending Society Officer Training and Society Open Meeting

- 7.1.6. Calling and chairing meetings of the Society's committee
- 7.1.7. Publicising the Society
- 7.1.8. Any other duties as mutually agreed by the Committee and the President/Chair.
- 7.1.9. Delegating tasks to other committee members.
- 7.1.10. Maintaining committee enthusiasm.
- 7.1.11. Being the Joint GDPR Data Controller.

**7.2. The Secretary is responsible for:**

- 7.2.1. Attending Society Officer Training and Society AGM
- 7.2.2. Taking care of society admin, keeping the Society's backpages up-to-date, including signatories and memberships
- 7.2.3. Arranging meetings and book rooms or venues
- 7.2.4. Creating agendas and keeping minutes of meetings as necessary
- 7.2.5. Communicating regularly with members
- 7.2.6. Being aware of key dates for the Society throughout the year
- 7.2.7. Organising the AGM (Annual General Meeting)
- 7.2.8. Any other duties as agreed by the Committee
- 7.2.9. In charge of the general organisation of the DramaSoc Planon Account
- 7.2.10. In charge of organising Stalls and Garage bookings
- 7.2.11. Reading and responding (or passing on) of society emails.
- 7.2.12. In charge of the re-ratification (including the updating of the constitution) of the society
- 7.2.13. Being the Joint GDPR Data Controller.

**7.3. The Treasurer is responsible for:**

- 7.3.1. Administering the Society's finances in accordance with the Constitution, Laws and Bye Laws of YUSU
- 7.3.2. Attending Society Officer Training and Society AGM
- 7.3.3. Learn and understand the Students' Union financial system
- 7.3.4. Apply for the annual grant and extra funding from YUSU as necessary
- 7.3.5. Keep track of all income/expenditure
- 7.3.6. Keep the committee and members informed of the Society's financial situation
- 7.3.7. Organise fundraising or sponsorship for the Society
- 7.3.8. Countersign every claims form and transport form
- 7.3.9. Create a budget for each event and social and discuss with YUSU Societies Coordinator
- 7.3.10. Any other duties as agreed by the Committee
- 7.3.11. In charge of two society cash boxes and the contents of the safe.
- 7.3.12. Manage YUfund and other YUSU fundraising projects.
- 7.3.13. Keeping track of event ticket sales.

**7.4. The Internal Vice Chair is responsible for:**

- 7.4.1. Attending Society AGM.
- 7.4.2. Manager of the Society's theatre space, the Drama Barn, and to work with YUSU and Estates to maintain it.
- 7.4.3. Keep within the YUSU and University guidelines for health and safety and fire risks. As well as ensuring sets comply with these rules.
- 7.4.4. Work with the Barn Manager on the day to day running of the Drama Barn
- 7.4.5. To make sure directors and producers have access to a Barn Bible and are aware of all rules and regulations.
- 7.4.6. Responsible for Production team activity in the Drama Barn from 9 pm on the Monday of their production week until 10 am the following Monday.

- 7.4.7. To take a £100 deposit to be put in a sealed and labelled envelope in the safe at the 'get in' and to return this deposit at the following Wednesday Open Meeting (1:45 pm) as long as all the terms and conditions of the deposit have been adhered to.
- 7.4.8. Stocking the Barn with DIY equipment and storing it securely.
- 7.4.9. Submitting EMF's termly to YUSU regarding the exclusive use of the Drama Barn.

**7.5. The External Vice Chair is responsible for:**

- 7.5.1. Attending Society AGM.
- 7.5.2. Organising and acquiring rights for plays after the initial check for availability from the director/ producer.
- 7.5.3. Organising workshops.
- 7.5.4. Liaising with local Secondary Schools for educational opportunities.
- 7.5.5. Securing sponsorship.
- 7.5.6. Responsible for members representing the society and external events (including Fringe theatre).

**7.6. The Marketing and Events Managers are responsible for:**

- 7.6.1. Attending Society AGM.
- 7.6.2. Publicising all shows and events organised by the Society.
- 7.6.3. Updating social media sites and the website.
- 7.6.4. Conferring with YUSU and student media for society press and publicity including liaising with reviewers and securing them reviewer tickets.
- 7.6.5. Making sure the directors and producers are aware of poster and social media regulations and if applicable are aware of publicity restrictions within their play's rights.
- 7.6.6. Organising society social events.
- 7.6.7. Submit social event EMF forms to YUSU.

**7.7. The Barn Manager is responsible for:**

- 7.7.1. Attending Society AGM.
- 7.7.2. Sharing responsibilities with the Internal Vice Chair to manage the upkeep of the Drama Barn.
- 7.7.3. Sharing responsibilities with the Internal Vice Chair to ensure all production team members are aware of health and safety regulations at the start of their production week or 'get in' (Monday 9 pm).
- 7.7.4. Sharing responsibilities with the Internal Vice Chair to ensure all production team members are aware of health and safety regulations and the end of their production week or 'get out' (Sunday 10 pm - Monday 10 am)
- 7.7.5. In the Internal Vice Chair's absence, the Barn Manager can take the deposit during the Monday night get in of a weekend show. This is to be discussed between the Barn Manager and the Internal Vice Chair
- 7.7.6. Sharing responsibilities with the Internal Vice Chair for production team activity in the Drama Barn from 9 pm on the Monday of their production week until 10 am the following Monday.
- 7.7.7. Stocking the Barn with DIY equipment and storing it securely.

**7.8. The Costume and Props Manager is responsible for**

- 7.8.1. Attending Society AGM.
- 7.8.2. Keeping an inventory of all costume and props in the Barn.
- 7.8.3. Ensuring the upstairs of the barn is clean and well maintained.
- 7.8.4. Washing and repairing any damaged costumes.

- 7.8.5. Working with the Internal Vice Chair and the Barn Manager to decide on the loan of anything from the Barn to non-members, and keeping track of these loans.
- 7.8.6. Helping Directors and Producers to source costume and props for their performances.

**7.9. The Open Drama Night (ODN) representative is responsible for:**

- 7.9.1. Attending Society AGM.
- 7.9.2. Responsible for the Drama Barn's Monday night performances (ODNs).
- 7.9.3. Responsible for the pitching process for ODNs
- 7.9.4. Responsible for ensuring ODN production teams adhere to health and safety rules and regulations.
- 7.9.5. Organise, publicise and oversee 'Play-in-a-Day' and 'Summer Solstice'
- 7.9.6. Responsible for internal non-'weekend play' productions including 'Play-in-a-Day', 'Summer Solstice' and the 'Freshers' Play'.

**7.10. The Technical Managers are responsible for:**

- 7.10.1. Attending Society AGM.
- 7.10.2. Must be available for contact if technical difficulties in the Drama Barn arise.
- 7.10.3. To have a good understanding of the workings of the Drama Barn technology and how to fix any problems.
- 7.10.4. To train other DramaSoc members how to use the Drama Barn Technology to a good enough standard to operate technology (such as the lighting desk and sound system) during shows unaided.
- 7.10.5. Responsible for providing tech opportunities for those that are interested in getting involved.
- 7.10.6. The Tech Manager is responsible for liaising with production teams to ensure that every show has an appropriately trained technician who has been briefed on the relevant safety procedures as well as ensuring that every show has a well maintained rig to work with.
- 7.10.7. The Tech Manager must be prepared to assist the technician assigned to a show, should they, or their production team, require it. This includes assistance with rigging, programming, designing and repairing.

**7.11. The New Work Representative is responsible for:**

- 7.11.1. Attending Society AGM.
- 7.11.2. Organising 'Writers' Circles'.
- 7.11.3. Giving all writers in the society the option to receive feedback on their work.
- 7.11.4. Promoting student writing within the society as well as making external opportunities known to the society.
- 7.11.5. Organising writers' events such as The Writers' Showcase.
- 7.11.6. Promote unity between the ODN Representative and themselves
- 7.11.7. Helping the ODN Representatives with their responsibilities when needed

**7.12. Workshop Director is responsible for:**

- 7.12.1. Attending Society AGM.
- 7.12.2. Running Weekly Drama Workshops
- 7.12.3. Working with New Works Rep to build workshops
- 7.12.4. Promoting participation within the Society
- 7.12.5. Organising Pitching Workshops
- 7.12.6. Working with EVC with bringing in external workshop leaders
- 7.12.7. Being a key member at Freshers Fair

**8. Society Finance**

- 8.1. All Society income and expenditure shall be conducted through the YUSU Finance Office. Holding funds externally will constitute grounds for de-ratification and/or disciplinary procedures.
- 8.2. The President (Chair), Secretary and Treasurer shall automatically be signatories to the Society accounts, once YUSU has received an up-to-date signatory list.
- 8.3. Two of these signatories shall be required for each expense claim and for any contract or undertaking, financial or otherwise, on behalf of the Society; one of which must be the Treasurer.
- 8.4. The society's accounts shall be available for inspection at any reasonable time by YUSU staff.
- 8.5. An annual membership fee is required from all Society members, unless the Society states otherwise, and agrees not to receive YUSU Main grant. The Committee are also responsible for determining this fee and its collection.
- 8.6. YUSU members shall receive no remuneration from the Society, except in legitimate expenses incurred in connection with the Society business.

**9. Meetings**

- 9.1. The primary decision making bodies of the Society are Committee meetings, Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).
- 9.2. All general meetings must be open and advertised to all members.
- 9.3. Minutes should be taken at each meeting and published to all members. A copy of the minutes must also be made available to YUSU staff upon request.
- 9.4. The Committee shall give at least 7 days' notice of any general meeting
- 9.5. The quorum of a general meeting shall be 20% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.
- 9.6. An EGM can be called by the Committee of the Society, Societies Committee or a petition signed by a petition of 25% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.

**10. Election of the Committee**

- 10.1. Only current members of the Society are allowed to stand for elections.
- 10.2. The committee must be elected by the Society at an AGM (see section 9), which must be held at least once in every 12 month period, in the time period suggested by the Activities Officer in the Societies Timeline.
- 10.3. All members should be made aware of their ability to stand for election and vote.
- 10.4. Only Society members who are also full members of YUSU shall be entitled to vote.
- 10.5. The committee must be democratically elected in a free and fair election.
  - 10.5.1. All Society members must have the chance to question candidates and submit a vote in private and in absentia (where necessary).
  - 10.5.2. Votes may be counted using either First Past The Post or the Alternative Vote/Single Transferable Vote, which offer preferential voting.
  - 10.5.3. If desired, YUSU can provide assistance in the running of any election to ensure fairness or to count votes where necessary.
- 10.6. If any vacancies occur in the committee during the academic year, they shall be democratically filled as soon as is convenient via an EGM (Extraordinary General Meeting).

**11. Society Complaints Procedure**

- 11.1. This procedure allows members to raise complaints about any issues relating to the Society, including (but not limited to):
  - The safety of activities
  - The standards of instruction
  - The standard of equipment used for the activities
  - Bullying and harassment
  - Disregard of operational policies of YUSU including the Equal Opportunities and Safe Space policies.

- 11.2. Complaints should first be addressed in writing to the Society President/Chair. When a complaint is made, the President/Chair they must consult YUSU for advice.
- 11.3. If this initial process does not provide a satisfactory outcome, a Formal Complaint should be made to the Student Activities Officer in writing, triggering the use of YUSU's Code of Conduct (Bye-Law 13) which will be followed in addressing Formal Complaints.
- 11.4. In serious or unresolved cases, the member will be supported by YUSU in progressing the complaint through the University's Code of Practice on Harassment and/or Complaints

## **12. Dismissal and Resignation of Committee Members**

- 12.1. No committee member shall be deemed to be dismissed unless they have received during their term of office a vote of 'no confidence' from their Society members.
- 12.2. Before a vote of 'no confidence' can be considered against a committee member, the complainant must have attempted to settle the matter informally, and one of the committee members named in section 6.5 will be responsible to oversee this informal process, and act as a mediator when and where they deem necessary..
- 12.3. Any incident which cannot be satisfactorily resolved in this way must be referred to the YUSU Societies Coordinator, who will facilitate a vote of 'no confidence'. This request must be accompanied by a petition of 25% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.
- 12.4. If a 'no confidence' motion is called then a Society EGM (see section 9) must be held, and in order for a vote of 'no confidence' motion to be carried it must be supported by two-thirds of those voting.
- 12.5. If the no confidence motion is successful or a committee member resigns, then a committee member must inform YUSU immediately. The Society will then need to hold another EGM to re-elect a new person to the position (see section 9)
- 12.6. If the no confidence motion is unsuccessful.
  - 12.6.1. YUSU will facilitate support with the committee to resolve any outstanding issues.
  - 12.6.2. Further 'no confidence' motions must be on different grounds and not within one calendar month of the general meeting at which the last 'no confidence' motion against that committee member was heard.

## **13. Suspension and Exclusion of Members**

- 13.1. No member shall be deemed to be suspended or excluded without a formal process involving YUSU. This is to ensure fairness and transparency of processes.
- 13.2. Any matter which may be considered grounds for suspension or exclusion must be referred as a matter of urgency to YUSU who will instigate the process for an investigation.
- 13.3. If an imminent risk is identified a Society member may be suspended immediately for a period of up to 14 days.
  - 13.3.1. Any assessment of risk must be carried out by YUSU at the earliest opportunity.
  - 13.3.2. If no process is initiated within these 14 days to permanently exclude the member then the suspension will be lifted and considered resolved once 14 days have passed.
- 13.4. Exclusion of a member is a penalty that can only be considered in exceptional circumstances and subject to the below procedure.
- 13.5. Any member facing exclusion from a Society must have a fair hearing at which they have the right to speak in their defence, have a supporter present and have been advised of the allegations made, and supporting evidence disclosed at least 7 clear days in advance.
  - 13.5.1. The panel for the hearing will be chaired by the Student Activities Officer (or the York Sport President if there is a conflict of interest) with the following additional members: a member of Societies Committee (who is not a member of any other Society in the same group as the Society) and a member of the York Sport Committee, neither of whom should have previous knowledge of the nature of the allegations, and a YUSU Staff member will minute the meeting.

- 13.5.2. Any decision to exclude a member requires a majority vote from the panel and must be communicated in writing, with a statement of reasons, to the excluded member within 7 days.
- 13.6. A member may appeal against any decision to suspend or exclude them on the grounds of lack of adherence to process, provision of further evidence or evidence that the decision was biased or prejudiced. The member must communicate their intention to appeal in writing to YUSU.
- 13.7. Any appeal of a decision to suspend or exclude a member must be heard by a panel who were not involved with the original decision, have no prior knowledge of the case and will be chaired by a Full Time Officer. Ideally this panel will also consist of one more member each from Societies Committee and the York Sport Committee. However the panel will primarily be constituted with a view to fairness and elimination of conflict of interest.
- 13.8. An appeals panel only has the power to uphold or overturn a decision by the initial panel. They may not suggest alternative sanctions.

#### **14. Amendments to the Society Constitution**

- 14.1. The Constitution may be amended by two thirds of the members present at an AGM or EGM.
- 14.2. If amended, the constitution shall be re-ratified by the Societies Committee before coming into effect, this includes a change of name.

#### **15. Dissolution**

- 15.1. The Society may be dissolved if deemed necessary by the members in a simple majority vote at an AGM or EGM. Any assets or remaining funds after debts have been paid shall revert to YUSU, in line with charity law requirements.
- 15.2. In exceptional circumstances, the Society may also be dissolved by Societies Committee if deemed necessary and subject to the approval of the Activities Officer.

#### **16. Data Protection**

- 16.1. All membership personal data is subject to General Data Protection Regulations (GDPR), law and YUSU procedures.
- 16.2. The Chair is responsible for the safety and security of all membership personal data held outside of YUSU software and systems and must take all reasonable steps to ensure access to YUSU software and systems is not shared without YUSU consent.
- 16.3. The Chair is required to successfully undertake GDPR online awareness and compliance training supplied by YUSU.
- 16.4. The Chair must advise YUSU of any breaches of data protection as soon as they are made aware of any such breach.
- 16.5. The Chair can formally nominate a Data Protection Officer from the Chair who is responsible for overseeing the society's compliance to GDPR and YUSU procedures.
- 16.6. Key responsibilities include:
  - 16.6.1. Membership personal data including email addresses are private and confidential and should only be used for society membership purposes and contact that would be reasonably expected as part of the membership offer.
  - 16.6.2. Bulk or multiple emailing must only be done as "bcc".
  - 16.6.3. The President is responsible for obtaining the necessary consents from members to hold and process personal data in relation to membership.
  - 16.6.4. The President must not share membership personal data with any other society, university department or external organisation without the prior written consent of the data subject or YUSU.
  - 16.6.5. The President must advise YUSU of any breaches of data protection as soon as they are made aware of the breach.
- 16.7. Failure to follow YUSU's data protection guidance and procedures will constitute grounds for de-ratification and/or disciplinary procedures.



**17. Declaration**

17.1. As a Society Committee Member I agree to abide by, enforce and operate in accordance with this Constitution, YUSU's Constitution, YUSU's Policies and guidelines in the Resource Hub:

- 17.1.1. Alex Paul - Chair,
- 17.1.2. Nathan Billis - Internal Vice Chair,
- 17.1.3. Lucia Rimini - External Vice Chair,
- 17.1.4. Emily Wilson-Knight - Secretary,
- 17.1.5. James Bithell - Treasurer,
- 17.1.6. Mitch Siddons - ODN Rep,
- 17.1.7. Roger Pickles - Tech Manager,
- 17.1.8. Abbey Urban - Costume and Props Manager,
- 17.1.9. Yasmin Roe - Marketing and Events Manager,
- 17.1.10. Lottie Holder - Marketing and Events,
- 17.1.11. Jay Seldon - Barn Manager,
- 17.1.12. Logan Jones - New Work Representative,
- 17.1.13. Jess McIntosh - Workshop Director