

LANCASTER UNIVERSITY THEATRE GROUP

Constitution Last Updated Friday 22nd September 2023

Article 1: Title of the Society

- 1.1 The society shall be known as Lancaster University Theatre Group (hereby referred to as LUTG)
- 1.2 When performing outside of the Lancaster area the professional name - 'Lancaster Theatre Group' - shall be used.

Article 2: Membership

- 2.1 Membership shall be open to all members of Lancaster University Student's Union (hereby referred to as LUSU), provided that membership fees are paid for each academic term.
- 2.2 Anyone involved in a LUTG activity must be a member of LUTG, unless given permission at the discretion of the Exec.
- 2.3 The membership fee shall be decided by the Exec at the start of each academic term.

Article 3: Aims of LUTG

- 3.1 To give an opportunity to all members of LUTG to become practically involved with all aspects of theatre.
- 3.2 To organise socials, fundraisers, workshops and any other one-off events for the LUTG membership whether theatre-related or otherwise.
- 3.3 To uphold the relevant governance documents outlined by Lancaster University Students Union (hereby referred to as LUSU). Namely, the Student Groups byelaws and the documents listed under 'Other Documents' on the LUSU website.
- 3.4 To provide a welcoming, kind and fair environment in which all members can feel comfortable and accepted.

Article 4: Functions of the Exec Committee

- 4.1 To liaise with LUSU and NUS (National Union of Students) and any other relevant external bodies.
- 4.2 To oversee the running of LUTG and enforce the Constitution at all times.
 - i) Exec members are responsible for the promotion of LUTG and must maintain a professional appearance when using mediums that advertise LUTG (such as Facebook).
- 4.3 The President, Vice President, General Secretary and Chairperson should have access to the email account.

Article 5: The Exec Portfolios and their Responsibilities

5.1 The President

- i) The President shall represent LUTG to all external bodies and/or delegate representation duties to other members of the Exec.
- ii) The President shall oversee all Exec activities including arranging Term Show Meetings with current and prospective Production Teams (these include Pre-Proposals Meetings, Post Proposals Meetings and Post Shows).
- iii) The President shall be the face of LUTG and should take a lead on upholding the aims of LUTG outlined in Article 3.
- iv) The President shall have one key to the LUTG Annexe and will only loan it out when others are unavailable.

v) When term show casting is complete, the President shall assign an exec member to each term show who shall act as a point of contact for the show's Production Team, and should offer advice and support. The President will assign somebody who is not working on the show. If there are no suitable exec members, the NEO or somebody from the general membership may be selected.

vi) The President shall be a signatory for Union paperwork so long as one signature is required.

5.2 Vice President

i) The Vice President shall arrange the booking of rooms for LUTG Meetings. Any member and or production team must give the Vice President at least 48 hours notice when requesting a room booking.

ii) The Vice President shall minute all Exec meetings, Term Show Meetings and General Meetings - ensuring that these minutes are recorded and filed appropriately for future reference, should it be necessary. They are responsible for ensuring that other Executive Members have access to these minutes.

iii) The Vice President shall be a signatory for Union paperwork so long as three signatures are required.

iv) In the absence of the President at any LUTG meeting, the Vice President shall automatically assume the job description of President.

5.3 The General Secretary

i) The General Secretary shall oversee all LUTG finances including expenditure on productions, socials and trips. They shall discuss shows' finances with the exec at the end of each term.

ii) The General Secretary must present an up-to-date statement of accounts at the request of any member of LUTG given one week's notice.

iii) The General Secretary shall maintain membership lists ensuring member registration with LUSU.

iv) The General Secretary will be in charge of overseeing and advising on the purchase of rights for any show which requires them.

v) The General Secretary shall attend Production Consultation meetings in order to offer financial advice and reimburse members for any money spent for the production (provided that valid receipts of those expenditures are submitted for the General Secretaries perusal) Payment will not be provided before items have been returned to the society storage (all transactions are conducted at the discretion of the General Secretary).

vi) The General Secretary shall be a signatory on all Union paperwork so long as two signatures are required.

vii) The General Secretary shall manage potential prop purchase requests by members of term shows. They will liaise with the SEOs to see if this request can be granted, and will be responsible for setting a fee.

viii) The General Secretary will endeavour to pay show related expenditures (eg. rights) through the LUTG bank account. If this is not possible, the General Secretary will endeavour to repay PT's any show related expenditure one week into the following term.

5.4 The Chairperson

i) The Chairperson shall chair all Exec, General and Annual General Meetings, designing the agenda for these meetings (including proposal submissions). All Exec meetings shall be organised by the Chairperson.

ii) They shall remain impartial in discussions to ensure they are an objective facilitator at all times. This includes abstention from voting in all capacities.

iii) The chairperson shall oversee welfare within the society. They shall communicate with temporary points of welfare (including, but not limited to: the Social Secretary/s, SEO(s), EEO and show Producers). They will act in accordance with LUTG and LUSU's codes of conduct. They shall facilitate meetings, and if necessary and permission is granted, bring issues to the Exec's attention and if necessary inform LUSU of said issue.

iv) On a case by case basis, it is at the discretion of the Chairperson whether a voting method is valid.

v) The Chairperson shall manage submissions to the Exec including external mail and internal motions.

5.5 The Publicity Officer

i) The Publicity Officer shall oversee publicity for all LUTG events including the maintenance of all online media forums that are used by LUTG.

ii) The Publicity Officer shall be responsible for communication with external bodies in order to promote productions, socials and events. The Publicity Officer will ensure that all publicity advertising productions are appropriate and adhere to the rules set by LUSU.

iii) The Publicity Officer is responsible for the LUTG Banner and logo, in addition to posters and society photos.

iv) The Publicity Officer is responsible for documenting all shows in the online archive. This includes taking photos of all productions, or delegating the job to another member if they are unavailable.

v) The Publicity should work as a point of contact with Producers of all shows in connection with LUTG.

vi) The Publicity Officer is responsible for sending out termly newsletters, informing members of news and events within the society.

vii) The Publicity Officer is responsible for maintaining communications with advertisers, and keeping in contact with advertising venues. They shall take a lead in the acquisition of sponsorship deals, though the whole Exec shall be involved.

viii) The Publicity Officer is responsible for organising the new uniform for the new Exec each year.

5.6 The Social Secretary/s

i) The Social Secretary/s shall endeavour to organise a range of social events and fundraisers for LUTG members and encourage as many members to attend as possible.

ii) The Social Secretary/s shall assist the Publicity Officer in publicising both trips and social events.

iii) On official socials, the Social Secretary/s shall be responsible for the welfare of members and must wear the Exec uniform at said socials.

iv) The Social Secretary/s shall contact LUTG alumni about reunion weekend through the Alumni Facebook Page and the Forum.

5.7 The Safety and Equipment Officer/s

i) The Safety and Equipment Officer/s shall be responsible for the safe and operable maintenance of all LUTG equipment including the orderly keeping of all LUTG storage space.

ii) The Safety and Equipment Officer/s shall be responsible for their allocated annexe keys and will transfer the keys to any member who requests access 24 hours in advance. A member must request if they wish to pass an annexe key on to another member.

iii) The Safety and Equipment Officer/s shall liaise with the Stage Manager/s about any equipment being used. The responsibility of any equipment can be delegated to any Stage Manager at the discretion of the Safety and Equipment Officer/s.

iv) The LUTG inventory shall be maintained by the Safety and Equipment Officer/s including information relating to the value, maintenance and condition of LUTG equipment.

a) This includes PAT testing of electrical equipment.

b) This includes LOLER testing of load-bearing equipment.

c) The Safety and Equipment Officer/s shall have responsibility for enforcing the Safety Code of Practice including the maintenance of LUTG's First Aid Kit and ensuring that a certified First Aider is on hand whenever this is dictated.

- v) The Safety and Equipment Officer/s shall ensure that all LUTG activities meet the safety requirements of all relevant bodies in order to ensure the effective and safe running of LUTG activities and its membership.
- vi) The Safety and Equipment Officer/s shall liaise with LUSU safety personnel and attend any Safety Meetings as dictated by LUSU. Subsequently the Safety and Equipment Officer/s shall pass on the Duty of Care guidance to the Exec, Production Teams, and the general membership body.
- vii) The Safety and Equipment Officer/s shall use their discretion when deciding whether to fulfil annexe loan requests from external societies/non-members, prioritising Term Shows and Shorts.
- viii) The Safety and Equipment Officer/s shall liaise with the General Secretary in order to ensure that all items have been returned to the society storage before payment is made.

5.8 External Events Officer

- i) The External Events Officer will be responsible for the advertising of all external events to the LUTG membership, such as performances in the local area, i.e. The Dukes, Lancaster Arts. The External Events Officer will conduct their own necessary research to discover projects and events that would be worthwhile to advertise to the membership.
- ii) The External Events Officer will liaise with on-campus bodies, to investigate volunteering opportunities for the LUTG membership to become involved with.
- iii) The External Events Officer will be the point of contact for cross campus collaborative projects and festivals occurring on university campus.
- iv) The External Events Officer will liaise with bodies outside of LUSU. They will encourage, support and advertise to LUTG members in order to ensure that LUTG are able to participate in a variety of external events.
- v) The External Events Officer is responsible for offering alternative venues to proposing teams.
- vi) The External Events Officer will act as a liaison with the Lancaster Theatre Group Team. If the External Events Officer is on the team, another member of the Exec shall be assigned.
- vii) The External Events Officer will be responsible for scheduling Theatre Group workshops on a day which does not clash with term show rehearsals, AGMS, elections or proposals.
- viii) The External Events Officer will hold pre-proposals meetings with teams looking to propose LUTG shorts alongside the NEO (if one has actively been elected). They should offer the team advice, and may help them decide on venues, recruit PT members etc. They will be a point of contact and source of support throughout the process.

5.10 The positions of Social Secretary and Equipment Officer may be doubled up. Joint candidates for these positions shall both receive a full vote in Exec voting. All other candidate positions must run on an individual basis.

5.11 The Exec may appoint a Non-Executive Officer from among the General Membership to perform a specific task in the running of LUTG if necessary. A Non-Executive Officer's title, responsibilities, term of office and powers will be decided by the Exec at the time of the appointment.

5.12 During an Exec changeover, it is the responsibility of the outgoing members of the Exec to ensure the training of their successors

Article 6: Calling an Exec Meeting

6.1 It is advisable to have weekly Exec meetings which the Chairperson will facilitate.

6.2 The President OR Three Exec members can call an emergency Exec meeting, as long as there is an acting Chairperson.

6.3 An Exec Meeting is deemed valid and quorate if two thirds of members attend, with an acting Chairperson also present.

6.4 The production teams of each current LUTG production must liaise with the Exec once before the show (usually at the midpoint of the rehearsal period). Production teams or the Exec can ask to meet more regularly if this is deemed necessary.

Article 7: Executive Powers

7.1 All Exec decisions shall be deemed carried by a two thirds majority of those Exec Members present unless otherwise stated in this Constitution.

7.2 If it is felt necessary, the Exec may override any decision made by the Production Team Member of an LUTG production. The Exec may appoint an alternative Production Team member if it is felt necessary. A unanimous vote of the Exec will be necessary for this. If any Exec Member is the Production Team member of the show, then they may not vote on this issue.

7.3 The Exec shall decide the date, time and location of AGMs, EGMs and other General Meetings. These shall not take place at weekends or before 18:00 on weekdays.

7.4 The Exec shall decide the membership fee for each term.

7.5 If an unavoidable absence within the Exec should occur for a considerable amount of time, the Exec may co-opt a temporary replacement from the general membership by agreement of four members of the Exec at an Exec meeting for a maximum of four weeks. The co-opted Member shall have full Exec voting rights and shall carry out the duties of the absent Exec Member unless that absent Exec Member is the President.

7.6 The Exec can rescind certain membership privileges from individuals if they do not adhere to the LUTG Code of Conduct.

Article 8: General Meetings

8.1 Any General Meeting, EGM or AGM shall be declared invalid and thus inquorate if less than twenty voting Members are present.

i) Exec Members do not count towards the quorate number of attendees for any constitution changes taking place at general meetings.

8.2 A motion shall be declared passed by gaining a majority at a quorate meeting. This excludes changes to the Constitution with which two thirds majority is required.

8.3 All LUTG members are eligible to vote (excluding the Chairperson). Any form of voting may be used at the Chairperson's discretion.

8.4 Only LUSU-affiliated LUTG members may vote on any motion. Lifetime Members cannot vote.

8.5 The Exec will decide the fairest voting system to implement after careful consideration of the number and nature of proposals.

8.6 If you are running for a position, you cannot vote in that category.

Article 9: Elections

9.1 Elections for all Exec posts shall occur during Lent term of each academic year. Declaration of intent to propose a show or stand for executive positions should be given to the current LUTG Exec by the time stated by the Exec.

9.2 Reopening nominations (RON) shall be a candidate in all LUTG elections.

9.3 The procedure at the AGM for Exec and production elections shall be as follows:

i) Each candidate for the post to be elected shall give a speech on their candidature. Candidates shall be limited to the same amount of time for their proposal, under the discretion of the Chairperson.

ii) Questions from the floor shall be invited and must go through the Chairperson. The candidates shall leave the room and a discussion of the merits of each shall take place afterwards. Each candidate or team will be given the same amount of time for both questions and discussion.

Article 10: Vote of No Confidence

10.1 Any LUTG Member may propose a Vote of No Confidence in an Exec Member or in the Exec as a whole at any General Meeting, AGM or EGM. Another member must second the motion.

10.2 At a meeting to discuss a Vote of No Confidence, all charges must be brought out before the Exec Member(s) so that they may defend their position.

10.3 During a Vote of No Confidence, the ballot shall be as any other ballot in the LUTG with the exceptions that:

- i) All votes cast will be For or Against the motion.
- ii) No one may be forced to leave the room.

10.4 If an Exec member leaves their role, voluntarily or otherwise, elections for said role should reopen and close within four weeks of the person leaving their position.

Article 11: Emergency General Meetings

11.1 An Emergency General Meeting (EGM) may be called to discuss emergencies by either:

- i) A unanimous Exec decision with all Exec Members voting.
- ii) A written and signed request by five members. On receipt of this, the Chairperson shall call a meeting to take place between seven and fourteen days later.

Article 12: Amendments to the Constitution

12.1 Amendments to the Constitution must be passed by a two-thirds majority at a quorate General Meeting, AGM or EGM after the changes have been discussed and explained.

Article 13: Lifetime Membership & Alumni Privileges

13.1 Departing, active society members who wish to continue to attend LUTG events next academic year can apply for Lifetime Membership by contacting the Exec. Lifetime membership is awarded at the discretion of the exec. Departing Members should only apply for Lifetime Membership if they intend to continue to be an active part of the society.

13.2 Departed society members can apply for Lifetime Membership at any point, if they intend to rejoin the society. This will also be awarded at the discretion of the Exec.

13.3 Membership fees are waived for Lifetime Members.

13.4 Lifetime Members cannot vote on any LUTG motions.

13.5 If a Lifetime Member wishes to be on a Production Team, they must share the role with a current LUSU-affiliated LUTG member. This only applies to the roles of Director, Stage Manager and Producer. This does not apply to roles such as Musical Director or Choreographer.

13.6 Departing / departed society members who do not intend to remain an active part of LUTG are instead automatically granted Alumni Privileges. These include:

- i) Discounted ticket prices
- ii) Invitation to Reunion Weekend

Article 14: Show Requirements

14.1 A Director, Producer and Stage Manager must all be named and be present at the General Meeting at which the show is proposed. If a member of the Production team cannot be present, it is at the discretion of the Exec as to whether the show can be proposed.

- i) If the proposal is for a musical then a Musical Director must also be named.

ii) If the show has a predicted expenditure of over £1700 the Producer role must be split into two so that one person is solely responsible for the financial aspects. In the case of a single producer, the following protocol must be adhered to:

- a. The producer must meet with the General Secretary at least every two weeks.
- b. In exceptional circumstances, the General Secretary may appoint a Financial Producer.

14.2 Term shows must receive an approval rate of at least a third of the voting quorate in order to be passed.

- i) each show must be voted on individually with RON as a separate candidate.
- ii) If RON receives more votes than any other candidate then those candidates will not go through and proposals will be reopened for the remaining term show slots

14.3 If the production is being proposed as an "LUTG Short":

- i) LUTG Shorts will have a budget of £150, and their running is decided upon by the exec. The External Events Officer should propose the idea to the exec, and questions towards the PT may be asked at the discretion of the exec.
- ii) Shorts will have a condensed rehearsal period which does not infringe on the running of term show rehearsals, or other large-scale society events (i.e. socials and meetings). Rehearsals should consist of a minimum of four hours per rehearsal week, and a maximum of ten hours per week.
 - a. Extra rehearsal time may be dedicated to a Short, however, only with the full approval of all the members of the Short and the approval of the exec.
 - b. The exec will only book a maximum of ten hours of rehearsal time per week.

iii) On and offstage roles may be pre-cast, or can be filled after a single round of auditions/interviews.

iv) Alternative variations of the PT role structure can be used at the approval of the EEO, providing the roles of Director, Producer and Stage Manager are filled. One person does not need to fill each role.

14.4 When proposing a show, the PT should provide information about the show and how they plan to conduct preparations. They should fulfil the proposals criteria outlined in the LUTG Handbook.

14.5 The Budget and venue for EACH production is approved by the Exec Members of a Term Show Meeting prior to proposals. A production team may be advised to use an alternative venue if it is felt necessary by the Exec.

14.6 Additions/Alterations to the Production Team shall be subject to ratification by the Exec.

14.7 Any expenses above the proposed and minuted budget within each department (e.g. Costume, Set, Lighting etc) shall be agreed only by the General Secretary.

14.8 All advertisements, both for the society and any production, shall be referred to the Exec Publicity Officer.

14.9 After all shows have been voted through, a Post-Proposals meeting shall be held with the PTs and relevant and impartial Exec members to allocate performance dates, venues and to provide any necessary information to the PTs.

14.10 In the case that a production requires professional rights, the Producer/s is responsible for those rights. The Producer/s will also be responsible for sending a copy of the Rights Agreement to the General Secretary. Additionally, the Producer will be responsible for pursuing and purchasing a performance licence for the production's performance space if one is required:

- i) Rights must be applied for by pre-proposals and should not be cancelled until after auditions weekend in case of emergency.
- ii) If rights have not be acquired by one week before the start of auditions, then the PT of said show, along with any other PT who originally proposed a show at the previous proposals whose show was not passed, may be given an opportunity to present a new show to the exec. This show must be rights free.
- iii) If the shows are approved by the exec, they must be presented to the society for a vote via a Google Form. The membership should be provided with a presentation of the intended show, the budget sheet and the minutes from the meeting with the exec. The PT(s) must be available to answer any questions that the membership has.

iv) Membership must be given at least 12 hours to vote and this vote must happen at least 24 hours before the first audition date.

Article 15: Workshops

15.1 A Workshop shall be open to all members of LUTG in order to provide an opportunity to gain new skills and knowledge. A proposal for a prospective workshop must be submitted to the Exec for their perusal and approval.

15.2 The budget for a workshop culminating in a performance shall be decided at the discretion of the Exec.

15.3 Workshops culminating in performance must work alongside elected shows and not infringe upon the rehearsal schedules of elected shows; thus allowing members to participate in both elected shows and workshops culminating in performance.

Article 16: Showcases

16.1 Showcases shall be open to all members of LUTG to participate within. These should give opportunities for members to gain experience in onstage and backstage roles without the longer-term commitment of a Term Show or Short. Where possible, these should not take place at the same time as other LUTG events or shows.

Article 17: Festival Shows

17.1 Any LUTG member can propose to take a show to a festival e.g. Edinburgh Fringe or NSDF at a General Meeting following a meeting with the exec.

17.2 The General Secretary will oversee all funding being used towards taking a show to festivals. If a separate account is being used by the Production Team, the General Secretary will advise the finances accordingly.

17.3 Should an elected show wish to enter a festival, it is at the discretion of the Exec whether or not to provide the submission fee.

17.4 Edinburgh Fringe:

i) Any show wishing to go to the Edinburgh Fringe Festival should be proposed as a show separate to all other LUTG termly shows so that members may participate in both, therefore rehearsals will be run separately from other LUTG activities.

ii) A show for the Edinburgh Fringe Festival must be proposed and voted on at a GM or EGM before the end of Michaelmas Term to allow time for registration with the Fringe. The Exec are advised to provide further information to membership should they wish to propose a Festival show.

Article 18: Auditions

18.1 The Exec should endeavour to organise initial auditions for the first weekend before a term begins.

18.2 The Exec shall ensure that all members shall have equal time in each audition with each production. It is at the Exec's discretion the length of the auditions. The Exec will make the members aware of the decision at the beginning of the auditions.

18.3 Exec Presence. The Exec shall run an introductory session with all auditioning members.

18.4 What should be brought to Auditions. Any member involved with the audition process should bring their LUSU Number, and should pay their membership if they have not already.

18.5 Recall lists shall be posted via social media on the evening after initial auditions. This will be organised by the President and any other member of the Exec not on a production team.

a) Any member that was unable to attend initial auditions should contact the Exec who will endeavour to allow them to audition during a recall slot.

18.7 Casting will take place soon after recalls have concluded and will be chaired by an impartial body. Typically this will be the Chairperson. However, in the event that the Chairperson is unable to be impartial, another Exec member may lead the session.

i) If no Exec member can be impartial, a non-executive member may be appointed to lead the session. This will be decided at the discretion of the Exec.

18.8 The Backstage Meeting will be held after casting. The session shall be run by the SEOs. If they are on a PT, another exec member who is not on a PT shall run them.

i) The Backstage Meeting is open to all membership who are not already involved with a production.

18.9 All Production Team Members should attend Initial Auditions, Recalls, Casting and the Backstage Meeting. Any possible absences are at the discretion of the Exec.

18.10 Any member who auditions may ask the Exec for feedback from their audition. The Exec shall contact all directors with this request. It is at the discretion of the Directors whether feedback is given. This feedback will then be passed onto the member at the discretion of the Exec.

Article 19: Publicity

19.1 Posters, programmes, flyers, trailers, must include the LUTG logo unless otherwise discussed with the Exec.

19.2 Official photographs must include the Exec-approved LUTG logo.

Article 20: Non-Executive officers

20.1 There may be one NEO elected to assist the EEO. Extra NEO's for other roles can be created at the discretion of the exec.

20.2 These positions shall be interim and appointed by the exec at the beginning of Summer Term, following an application period.