

## **LANCASTER UNIVERSITY THEATRE GROUP**

### Constitution Updated 23<sup>rd</sup> June 2020

#### 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 Offshoots' - 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 year.

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 fees for membership will be decided by the Exec at the start of each academic year.

#### 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 Equal Opportunities Policy of Lancaster University (hereby known as the University) and LUSU.

#### Article 4: Functions of the Exec Committee

4.1 To liaise with NUS (National Union of Students), LUSU and any other relevant external bodies.

4.2 To oversee the running of LUTG and enforce the Constitution at all times.

4.3 The duties of each Exec member should not be interfered with by any other Exec or Society member, unless assistance or advice is required.

4.4 Exec members are responsible for the promotion of LUTG and must maintain a professional appearance when using mediums that advertise LUTG (such as Facebook).

4.5 Each member of the Exec should have access to the email account. The password should be changed with each annual Exec handover and not be disclosed to anyone else. The email account and Facebook forum should be used to send out regular updates to the membership and should be a forum to allow members to express their thoughts and opinions regarding the running of the society.

## 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 Production Consultation Sub Committees (hereby referred to as PCSC).
- iii) The President shall be the face of LUTG and ensure that as many members as possible participate in the activities outlined in Article 3.
- iv) The President shall have one key to the LUTG Annexe and will only surrender it to members if the key is unavailable from the Safety and Equipment Officers. This will be decided at the discretion of the President.
- v) The President shall organise PCSC s in order to discuss and address any issues/information involved surrounding LUTG productions. The President shall decide which relevant bodies are required to attend these meetings.
- 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 be responsible for organising and maintaining membership communications, including using the LUTG email account and facebook forum to inform the general membership of LUTG of events, important dates, etc.
- iii) The Vice President shall minute all Exec meetings , PCSCs 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.
- iv) The Vice President shall be a signatory for Union paperwork so long as three signatures are required.
- v) 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. The General Secretary shall report at regular intervals to the Exec about the state of LUTG finances and will also present a financial statement of accounts for his/her year in office at the AGM.
- ii) If a cheque provided by the general secretary becomes invalid for any reason (such as changeover of signatories) a replacement cheque can be requested up to the end of the term following the election of new signatories.

- iii) 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.
- iv) The General Secretary shall maintain membership lists ensuring member registration with LUSU.
- v) The General Secretary shall manage submissions to the Exec including external mail and internal motions.
- vi) 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).
- vii) The General Secretary shall be a signatory on all Union paperwork so long as two signatures are required.
- viii) In the absence of The President and Vice President the General Secretary shall attend Societies Council meetings.

#### 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 is responsible for sending out bi-termly newsletters, informing members of news and events within the society.
- iv) The Chairperson is responsible for any welfare issues within the membership. They shall facilitate meetings and, if necessary and at the discretion of those involved, bring the issue to the attention of the Exec.
- vi) On a case by case basis, it is at the discretion of the Chairperson whether a voting method is valid.

#### 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:
  - a) Facebook (Lancaster University Theatre Group, LUTG Forum)
  - b) Twitter (@theatregroup)
  - c) Instagram (theatregroup)
  - d) The LUTG Website (www.lutg.org)
  - e) The Noticeboard
  - f) YouTube

#### g) Snapchat

- 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 as an addition to all posters and the animation for the end of all trailers.
- 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.

#### 5.6 The Social Secretary/s

- i) The Social Secretary/s shall organise social events and fundraisers for LUTG members and encourage as many members to attend as possible.
  - a) This must include termly socials and an end of year celebration (Oscars).
  - b) This also may include: Open drama nights, reunion meals, Christmas meal etc.
- ii) The Social Secretary 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 hold responsibility for organising the new uniform for the new Exec each year.
- v) The Social Secretary/s shall be responsible for upholding any sponsorship deals with local businesses. All sponsorship deals shall be handled by the Exec as a whole, with the Social Secretary/s acting as liaison.

#### 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 have responsibility for all hired equipment.
  - a) The responsibility of any equipment can be delegated to any Stage Manager at the discretion of the Safety and Equipment Officer/s.
  - b) Any breakage should be reported to the Safety and Equipment Officer/s immediately.
- 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.

v) 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.

vi) 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.

vii) The Safety and Equipment Officer/s shall be available to work with the production team of an elected show with the purpose of taking an objective view in all aspects of production e.g. production schedules, theatre liaisons.

viii) 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 and Production Teams.

ix) The Safety and Equipment Officer/s shall use their discretion when deciding whether to fulfil annexe loan requests from external societies/non-members, prioritising termly shows.

x) 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.

xi) The Safety and Equipment Officer/s shall manage the LUTG backstage Facebook page.

#### 5.8 External Events Officer

i) The External Events Officer will be responsible for the advertising of all external events to the LUTG membership. 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 will be responsible for sending out the 'External Excitements', which will serve to inform the membership of activities occurring outside of LUTG, such as performances in the local area, i.e. The Dukes, Lancaster Arts.

vi) The External Events Officer shall be the first point of contact with The Nuffield Theatre. This includes the termly shows.

vii) The External Events Officer is responsible for offering alternative venues to proposing teams.

viii) The External Events Officer will act as a liaison with the Lancaster Offshoots Team. If the External Events Officer is on the team, another member of the Exec shall be assigned.

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 his/her/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 he/she 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 academic year.

7.5 If an absence should occur i.e. an Exec Member being unavailable for Exec duties for a short period of time, the Exec may co-opt a temporary replacement for him/her 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 Only an LUTG member may serve as a co-opted member of the Exec.

7.7 At the discretion of the Exec, certain membership privileges may be rescinded from individuals. This may include but is not limited to revoking the right to propose a show or access to the annexe.

#### 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 (This includes members with a Lifetime Membership).

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 Non-LUTG members may not vote on any motions.

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 the Lent term at the LUTG Annual General Meeting (AGM). 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 (R.O.N.) 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.

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 he/she/they may defend his/her/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.

## Article 11: Emergency General Meetings

11.1 An Emergency General Meeting (EGM) may be called to discuss emergency issues 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 General Secretary 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

13.1 All Graduating members will be awarded lifetime membership

13.2 The following privileges are afforded to life members:

- i) They remain members of LUTG with full Membership privileges.
- ii) Membership fees are waived by the Exec.

## Article 14: Show Requirements

14.1 Only members of LUTG may propose a production.

14.2 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 £1000 the Producer role may 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.

14.3 In addition to requirements detailed by the Exec, a set design, budget breakdown, publicity plan, cast size and gender breakdown must be presented as part of the proposal for the show.

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

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



14.6 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.

14.7 All advertisement both for the society and any production shall be referred to the Exec Publicity Officer.

14.8 Before term show auditions, a pre-show meeting shall be held with all production teams, and the whole Exec.

14.9 In the case that a production requires professional rights, an individual on the production team will be identified to the Exec as being solely responsible for those rights. This person will also be responsible for sending a copy of the Rights Agreement to the General Secretary. Additionally, this individual will be responsible for pursuing and purchasing a performance licence for the production's performance space if one is required.

14.10 If a cheque becomes invalid for any reason (such as changeover of signatories) a replacement cheque can be requested up to the end of the term following the election of new signatories.

#### 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: Festival Shows

16.1 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 President, Vice-President and General Secretary.

16.2 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.

16.3 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.

16.4 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 17: Auditions

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

17.2 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.

17.3 Exec Presence. The Exec shall run an introductory session with all auditioning members. All Exec members must attend this session unless given permission by the President, Vice-President and the General Secretary.

17.4 What should be brought to Auditions. Any member involved with the audition process should bring their LUSU Number. If membership has not yet been paid, they should bring the fee in cash.

17.5 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. This will also be at the discretion of the term's directors.

17.7 Casting will take place the day after recalls 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.

17.8 The Backstage Meeting will be held after casting. The session shall be run by an Exec Member not on a Production Team.

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

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

17.10 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 18: Publicity

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

18.2 Official photographs must include the Exec-approved LUTG watermark.

## Article 19: Non-executive officers

19.1 There may be two non-executive officers (NEOs), one for Performance Group and one for Tech Team.

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

19.3 The NEO for Performance Group will correspond with the External Events Officer; the NEO for Tech Team will correspond with the Safety and Equipment Officer(s).

i) The specific roles of each NEO will be agreed upon by the NEO and corresponding Exec member(s).