**'Stage Musicals Society' Constitution**

*The SMS Constitution is an expansion of the LUU constitution. It should not be treated as a separate document, merely as an extension of the rules and regulations set forth by LUU.*

* 1. **Audition Policy**
     1. SMS has an audition only policy.
     2. The final company number will be decided by the production team in conjunction with the committee. In the event of numbers at the audition exceeding the aforementioned final number, priority for places in the chorus will be given to students.
     3. A member who has been in two consecutive SMS shows will have priority of place for chorus. This includes those who have been abroad and were unable to audition for shows while absent. Members who choose to not audition or drop out midway through a show lose their priority and must be auditioned again without priority.
     4. Main parts shall be auditioned and everyone attending the audition should be given equal opportunity.
     5. Non-students will only be cast in the event that no student suitable for the part attends auditions. Suitability is at the discretion of the production team in conjunction with the committee.
     6. You must be a member of SMS to perform in a show.
     7. There shall be no discrimination of candidates on behalf of ethnic origin, religious beliefs, sexual orientation or physical disadvantages (unless it infringes on health and safety regulations).
     8. Members of the production team wanting to audition for the show must not be involved in the discussion or casting of any roles pertaining to them.
     9. Cap number of people in first semester show (36) so as second semester show does not get unrealistically large. If the production team proposes a strong argument that the number should be above the cap then this must be discussed at the discretion of the production team team and committee.
     10. Should the production team wish that a member of exec is present on the audition panel they can request it, otherwise no member of exec should be present on the audition panel unless they are part of the production team.
  2. **The Committee**
     1. The Committee consists of;

1. The President.
2. The Secretary.
3. The Treasurer.
4. The Communications Officer.
5. The Social Secretaries (two).
6. Sponsorship and Fundraising Officer
7. Open Seat.
8. Half Year Open Seat / 1st Year Representative.
   * 1. The Committee shall be elected at the Annual General Meeting (AGM) or Extraordinary Meeting (EOM) (excluding 1st Year Rep).
     2. 1st Year Rep shall be elected in the Extra General Meeting (EGM), in pre-production week of the 1st term show.
     3. Committee meetings shall be held, face to face, at least once a month in term time at a time convenient for officers.
     4. Any member of SMS can request to attend committee meetings. If a request is denied, members can request a full explanation, and have the right to appeal through Union structures.
     5. The time and date of each meeting should be sent to all committee members in good time.
     6. The new committee will vote in the Alumni Rep after the AGM. Any graduating or leaving member of SMS will be eligible. The Alumni Rep will not sit on committee.
   1. **Committee Duties**
      1. To maintain good communications within the society.
      2. To ensure good running of the society.
      3. To inform any suspended or expelled members of their rights of appeal through Union structures.
      4. To raise extra funds for productions.
      5. To oversee the production of a successful show.
      6. To maintain the running of the website.
      7. To ensure a sufficient hand over to the next committee.
      8. To run a stall at the societies fair.
      9. To attend the Annual General Meeting (AGM), Extra General Meeting (EGM) and any EOMs that arise.
      10. To send representatives to the LUU Performance Assembly.
      11. To ensure maximum student opportunity within a show’s production team.
   2. **Committee Powers**
      1. To manage the society on behalf of the members with its stated aims and objectives.
      2. To suspend any member from any or all privileges of the society, including membership, for any period.
   3. **Committee Privileges**
      1. All members of the Committee will have a priority placement on the SMS holiday.
      2. The newly elected Social Secretaries will also have a priority placement on the SMS holiday.
   4. **Committee Officers**
      1. Officers must be full members of SMS who are also members of Leeds University Union.
      2. Three officers shall be the signatories appearing on the society bank mandate. These officers shall be;
9. The President
10. The Secretary
11. The Treasurer
    * 1. The president, as leader of the society, must have taken part in a minimum of two shows.

* 1. **Duties of The President**
     1. To organise and oversee the running of SMS.
     2. To chair committee meetings.
     3. To produce Annual Report.
     4. To provide an agenda for every meeting.
     5. To attend President training provided by the union.
     6. To attend the LUU Performance Assembly or send a representative from the committee.
     7. President should be present at all production team meetings. If the President is unable to attend then it their responsibility to send an exec member in their place. If the president is on the production team then the secretary must be present at all production team meetings. If the president and the secretary are both on a production team, the treasurer will take this responsibility.
     8. To run for president of SMS it is necessary that you have prior committee experience within university (this can be within LUU or halls)
  2. **Duties of The Secretary**
     1. To maintain membership record containing at least the name and contact details of all SMS members.
     2. To maintain a written record of all committee meetings.
     3. To maintain an up to date copy of the SMS constitution, and ensure its availability to all members.
     4. To provide brief minutes of the previous meeting at the following meeting.
     5. To submit contact details for newly elected President, Treasurer and Secretary to the Development co-ordinator and Student Activities.
     6. To attend Secretary training provided by the union
     7. To maintain a list of individuals that may not be cast in future productions
     8. Refer to clause 2.6.7 as necessary.
  3. **Duties of The Treasurer**
     1. To be responsible for the finances of SMS.
     2. To maintain up to date accounts using double entry book keeping method.
     3. To submit a detailed statement of accounts for the year to the SMS AGM.
     4. To attend the treasurer training provided by the Union.
     5. Refer to clause 2.6.7 as necessary.

**3.1 Finance**

* + 1. SMS shall be a constituent part of the Union and thus subject to the rulings of the Student Activities.
    2. SMS finances and bank accounts shall be under the ultimate control of the Student Activities.
    3. SMS shall have a bank account approved by the Student Activities.
    4. At least two officers shall be required to make payments from the SMS account.
    5. SMS must produce on request a detailed statement of accounts to Student Activities.
    6. The assets or liabilities of SMS shall remain with SMS regardless of any committee changes.
    7. The officers shall accept full administrative and financial responsibility of SMS.
    8. The Officers shall personally accept joint liability for the debts of SMS.
    9. Committee members may not receive finance or profit as a result of their position on the committee.
    10. Committee members may be reimbursed for any expenditure on behalf of SMS only after submitting a receipt to the treasurer.
    11. Any society payment not authorised by the treasurer can be refused reimbursement.
    12. In the event of the dissolution or abolition of SMS its assets will revert to the Union.
    13. Donations to the society made by parents/guardians or family of members of SMS, may not be show-specific. This means any donation made between an EGM, AGM or EOM where a show is voted in, and the final night of said show, may not go to that show. This is to ensure equal opportunity for all directors/prod team members regardless of familial wealth.
  1. **Regulations Pertaining to General Meetings**
     1. The Development Co-ordinator must be informed of the date of General Meetings at least 10 working days in advance
     2. Student Activities may, at its discretion, send an observer to General Meetings.
     3. Business for discussion at General Meetings must be submitted in writing at least six working days prior to the meeting.
     4. Notice of the General Meeting, together with agenda must be posted five days before the date of the meeting.
     5. The quorum for all General meetings shall be one third of the society’s members or 30 members, whichever is lesser.
     6. The President shall chair the General Meetings.
     7. Voting shall be either by show of hands or by secret ballot upon request by at least one member.
     8. If a motion of no confidence in the chair is passed, the meeting will elect a new chair.
  2. **Annual General Meetings**
     1. The AGM shall be at the end of the Easter Term
     2. The order of business shall be;

1. President’s / Secretary’s report.
2. Financial Report.
3. Constitutional amendments.
4. Elections.
5. Any other business.
   * 1. If an AGM is declared inquorate it must adjourn to be reconvened at a time convenient for the society.
     2. **If a reconvened AGM is declared inquorate SMS will be deemed abolished.**
   1. **Extraordinary Meetings**
      1. Either one third of the society’s members or 30 members may call an EOM, whichever is lesser.
      2. Notice of an EOM, together with its agenda, shall be posted within two working days of the meeting being called.
      3. The agenda for the EOM shall be restricted to the motion or business for which the meeting was called.
      4. If an EOM is declared inquorate it may not proceed.
   2. **Constitutional Amendments**
      1. Constitutional amendments may be approved either by AGM, EGM or EOM.
      2. Constitutional amendments are subject to final approval of the Student Activities Exec.
      3. Constitutional amendments shall come into effect immediately unless otherwise stated in the motion.
   3. **Elections**
      1. Elections shall take place at the AGM and EGM.
      2. Candidates for positions on the SMS Committee shall be proposed and seconded by full members of SMS.
      3. Candidates cannot propose or second themselves.
      4. Members may only propose or second one candidate, although not for the same position
      5. Notification of opening of nominations shall be at least ten working days before the General Meeting. No new members may join in this period.
      6. Nominations shall open at least five working days before the date of the General Meeting.
      7. Voting shall be by secret ballot.
      8. All SMS elections shall take place using the Alternative Vote System (AV). Candidates shall be ranked in order of preference. The lowest scorer after vote counting is knocked out, and their votes redistributed until a candidate wins 50% of the votes.
      9. Every active and lifetime member shall have one equal vote.
      10. The chair must remain impartial. A chair with a stake in the elections must elect a new chair.
      11. In the event of a draw, the chair will have the deciding vote in confidence.
      12. Candidates running for the position of Open Seat will automatically also run for Half Open Seat, with the positions being awarded to those with the most and second most votes respectively.

**5.1 Show Proposal**

* + 1. A show must be put on in terms 1 and 2 by SMS or in conjunction with another Union society.
    2. Any member of SMS can put together a show production team however the person considered to be “leading” the proposal must be one of either: The Director/Musical Director/Producer/Choreographer. If no production team comes forward it is the responsibility of the committee to put a show proposal together.
    3. A show proposal team should consist of at least;

1. A Producer.
2. A Director.
3. A Musical Director.
4. A Choreographer.
5. Publicity Secretary

Any member of SMS can be the Publicity Secretary unless they are the Communications Officer on the committee.

* + 1. The same show cannot be proposed twice at the same EGM/AGM with differentiating production teams. The productions being proposed will be chosen on a first come first serve basis.
    2. In a production it is the Producer who is responsible for the health and safety of the cast members and crew.
    3. The budget of the show will be proposed by the producer and confirmed by the president.
    4. The show proposal must be approved by the president and treasurer at least the night before the meeting.
    5. No new members may join during this 10-day period.
    6. All scripts must be returned without markings to the director or designated person, (possibly a producing member) 5 days after get out. Failure to do so would for forfeit in that person paying the full cost of the script.
    7. The director, or designated person, may request officiated post-dated cheques from the cast in exchange for scripts.
  1. **Show Vote Regulations**
     1. The chair of the show vote should be the President, except in the event where the President is on a production team. In this event another committee member, not on a production team, will take the chair.
     2. The chair must remain impartial. A chair with a stake in the elections must elect a new chair.
     3. Only active, previously active and lifetime members shall have one equal vote.
     4. In the event of a draw, the President, Secretary and Treasurer will have the deciding vote in confidence.
     5. In the event of competing show proposals, all production team members of all shows may have one vote apart from the person leading the proposal who has no vote and must remain outside for the duration of all other proposals.
     6. In the event of failed show rights, the committee will pick the show for the society. (1) The positions on the production team will be offered to the winning production team, followed by the proceeding production teams. (2) Any remaining positions will be opened to the society for applications. In the case of no show proposal, omit (1) and follow from instruction (2).
  2. **Membership Regulations**
     1. All members shall be required to pay a membership fee decided by the SMS Committee.
     2. All members shall be entitled to some or all of the privileges.
     3. Any member may be suspended from any or all the privileges of SMS including membership, for any period, by decision of the committee.
     4. The Development Co-ordinator shall be ex-officio a full member of SMS and shall act as signatory to SMS bank mandate.
     5. Life membership may be granted to those members who have participated in six SMS shows during their time at university, or to any member that the committee wishes to honour for services to the society.
  3. **Membership Privileges.**
     1. To attend all General Meetings.
     2. To vote on all questions of policy within the society, provided member is or has been active
     3. To propose or second candidates for election to Committee.
     4. To vote for such candidates as are nominated for election.
     5. To vote for show proposals, provided member is not standing for election on a production team.
     6. To hold office on and stand for election to Committee, provided member is or has been active, and is a student.
     7. While still at university, and for a full academic year after graduating, ex-members are entitled to a discount of 50% from a full adult price ticket for any SMS show.
     8. Life members shall continue to pay the 50% discounted adult price ticket fee.

**7.1 Rehearsal Process**

7.1.1 If a member of the society misses three rehearsals without notice or valid reason then the production team reserves the right to remove them from the show.

7.1.2 If a member of the society is removed from the show as a result of clause 7.1.1 then clause 1.1.3 does not apply to them for future productions.

7.1.3 If a member of the society misses five rehearsals, regardless of reason, then the production team reserves the right to remove them from the show.

7.1.4 If a member of the society is removed from the show as a result of clause 7.1.3 then whether clause 1.1.3 applies is up to committee discretion.

7.1.5 All members of the cast and production team must be available for every day of pre pro week and show week regardless of whether they are in the show or not.

**8.1 Other Provisions**

8.1.1 No member shall have more than one vote.

8.1.2 The interpretation of this constitution is the responsibility of the SMS committee.

8.1.3 In case of dispute over a particular interpretation of this constitution, the Societies Executive Committee shall be the final arbiter.