## Leeds University Union Backstage Society

## CONSTITUTION

## Definitions

Activities Executive - the elected students representing Clubs and Societies as outlined in Bye-Law 7:21.

Activities \& Opportunities Officer - the elected student who leads the Activities Executive. Their role is outlined in Bye-Law 7:4.

Ex-Officio Membership - membership of clubs \& societies given to the Activities \& Opportunities Officer and members of the Activities Executive because of the role they have.

## 1 Name, Aims and Objectives

1.1 The name of the Society is Leeds University Union Backstage Society, hereafter referred to as the Society, or such other name agreed at an AGM or EGM with the approval of the Activities \& Opportunities Officer.
1.2 The objectives of Society are:-
1.2.1 The aim of the Society shall be to provide a forum through which members of the Society may participate in crewing opportunities within Leeds University Union, which may include but is not limited to activities such as Lighting Design and Operation, Sound Design and Engineering, Stage Management and Crewing, Set Design and Construction, and Prop Construction.
1.2.2 The Society should also provide members with sufficient opportunity to progress and develop new skills. Whilst aiming to produce a high standard of work, it is essential the Society continues to be an educational outlet for its members, which may include, but is not limited to the media of training courses and development positions on crews.
1.2.4 The Society partners with the following organisations to support achieving its objectives. These partner organisations are: the Footsteps Fund
1.3 The work of the Society shall be entirely voluntary, with members of the Society volunteering their time and effort. No member of the Society shall be obliged to work on any production the Society is involved with.
1.4 While the Society may work in any venue in Leeds or elsewhere, the Society has a particular responsibility for Leeds University Union society performances in the Riley Smith Theatre. Society productions taking place in the Riley Smith Theatre shall be
prioritised over productions taking place elsewhere, provided the Society's assistance is requested an acceptable period in advance of the performance.

## 2 Membership and Participation

2.1 Membership takes effect on completion of registration with the Society, including listing of membership details with the LUU Student Activities Team. Where relevant this will include payment of the Society membership fee.
2.2 Categories of membership and participation options, with their associate rights, are shown in the table below. Members and participants only have the rights outlined in the relevant row.

|  | Category | Rights |
| :---: | :---: | :---: |
| 2.2.1 | Full Membership may be granted only to current Members of Leeds University Union. Members are as defined in the LUU Articles of Association and Bye-Law 6:5. | - To attend all meetings and take part in society activities <br> - To vote on all questions of policy within the society <br> - To nominate candidates for election as Core Officers and Committee Members of the society <br> - To vote to appoint the Core Officers and the Committee Members of the society <br> - To hold office on and stand for election as a Core Officer or Committee Member of the society <br> - Membership fees and participation in activities may be subsidised using LUU grants |


| 2.2.2 | Ex-Officio membership. This will normally be the Activities \& Opportunities Officer and the relevant Activities Executive representative. | - To attend all meetings and take part in society activities <br> - To vote on all questions of policy within the society <br> - To nominate candidates for election as Core Officers and Committee Members of the society <br> - To vote to appoint the Core Officers and the Committee Members of the society <br> - Membership fees and participation in activities may be subsidised using LUU grants |
| :---: | :---: | :---: |
| 2.2.3 | Participants may be alumni, from another HE institution, or a member of the public. | - Participants are admitted at the discretion of the committee and Activities Executive. <br> - Participants may be charged a fee to take part. <br> - Participants do not hold constitutional rights. |

## 3 Society Committee Members

3.1 The Committee shall consist of the three Core Officers, and up to six Additional Members.
3.2 The three Core Officers must be Full Members as outlined in section 2.2.1.
3.3 All Committee Members will be appointed by a vote of Full Members at the AGM or an EGM.
3.4 The term of office of all Committee roles will be approximately twelve months.
3.5 All Society Committee Members must adhere to the Committee Member Code of Standards and Code of Conduct. A breach of the Code of Standards and/or the Code of Conduct may result in disciplinary action being taken using Bye-Law 8.

## 4 Core Officer Roles and Duties

4.1 The Core Officers have overall responsibility for the good running and financial oversight of the Club or Society for the benefit of its members and in line with the stated aims and objectives.
4.2 The primary duties and responsibilities of Core Officers are:
4.2.1 Attending all relevant committee training and ensuring an awareness of the requirements placed upon them as Core Officers, including complying with requests from the Activities Executive regarding the group.
4.2.2 Being a signatory to the Society LUU cash office account.
4.2.3 Ensuring the Society meets the requirements of the annual compliance check against all relevant LUU policy as determined by the Activities \& Opportunities Officer and in accordance with relevant legal requirements as determined by the Head of Student Engagement.
4.2.4 Ensuring the Society LUU webpage, and, if applicable, own website and Facebook or similar social media sites, are maintained in line with relevant LUU policy.
4.2.5 Running and attending all committee meetings and AGMs in line with the rules outlined in this constitution.
4.2.6 Dealing with any complaints or disciplinary matters in line with the rules outlined in this constitution.
4.2.7 Attending Executive Category Meetings (at least one Core Officer must attend); and
4.2.8 Ensuring consultation with Full Members regarding their views on Ideas going to Better Union Forums.
4.2.9 Passing on the views of Full Members regarding Ideas to the relevant member of the Activities Executive.
4.2.10 Ensuring that the Society is taking steps to diversify its membership, aiming for the demographic of Full Members to reflect that of all students registered at the University of Leeds.
4.3 Failure to fulfil these duties may result in a motion of no-confidence and removal from office by an EGM or the Activities \& Opportunities Officer.
4.4 The three Core Officers have additional individual roles and duties alongside those outlined in 4.2:

### 4.4.1 President:

- Organising and overseeing the running of the Society
- Chairing Committee Meetings, AGMs and EGMs
- Ensuring the production of an annual report
- Ensuring there is an up to date entry in the Society's LUU webpage
- Code of conduct, risk assessments, etc communicated to all members
- Ensure that LUU Safeguarding Policy is upheld and/or clearly delegate this responsibility.


### 4.4.2 Secretary:

- Overall administrative responsibility for the society
- Maintaining membership records containing at least the name and membership category of all the Society's members
- Producing agenda documents for all meetings
- Maintaining a written record of all meetings
- Maintaining an up-to-date copy of the Society constitution
- Ensuring only Full and Ex-Officio Members are given an opportunity to vote in society elections
- Ensuring that all crew members have paid the membership fee


### 4.4.3 Treasurer:

- Managing the finances of the Society
- Maintaining up-to-date accounts with the LUU Cash Office only
- Submitting subsidy applications to Activities Executive
- Produce a termly report and yearly budget
- Submitting a detailed statement of accounts for the year to the Society's Annual General Meeting.


## 5 Additional Committee roles and duties

5.1 The Activities \& Opportunities Officer, who is elected annually to lead LUU as part of the Student Executive team, is also a member of each society because of their elected position, and has specific duties to manage all Clubs \& Societies. The Activities \& Opportunities Officer approves most decisions made at AGMs or EGMs, and leads the Activities Executive whose role includes making decisions about complaints and disciplinary action.
5.2 The Society may appoint Additional Committee Members to assist the Core Officers in the running and management of the Society.
5.3 All Additional Committee Members must attend committee meetings, AGMs and EGMs in line with the rules outlined in this constitution.
5.4 Failure to fulfil these duties and those listed in the relevant paragraphs below may result in a motion of no-confidence and removal from office by an EGM, the Activities and Opportunities Officer or the Activities Executive.
5.5 Where an Equality and Inclusion Officer is not appointed, the specific responsibilities enumerated under that optional role in the Constitution must be borne by the Core Officers.
5.6 The Additional Committee roles will be:

### 5.6.1 Events Officer

- Organising events for the Society, taking into account views and opinions of society members
- Liaising with the Publicity and Communications Officer to publicise all Society events
- Ensuring the External Speaker process is followed


### 5.6.2 Equipment and Training Officer

- Organising and maintaining an inventory of the equipment owned by the society
- Replenishing stocks of consumables required by the society
- Ensuring the maintenance of equipment owned by the society
- Liaising with the Treasurer to organise external hires of equipment belonging to the society
- Facilitating and organising training for members (liaising with Events Officer)
- Maintaining training records of the members


### 5.6.3 Safety and Welfare Officer

- Along with the Core Officers, this member must maintain and update the Society general risk assessment and member code of conduct.
- To oversee the safety element of the shows, liaising with the Technical Department to ensure procedure has been followed and that safety documents are passed on in good time
- Ensure safety documentation is kept up to date and distributed to members
- Ensuring the society has enough PPE and that it is worn by members when needed
- To be the point of contact for welfare concerns within the society


### 5.6.4 Publicity and Communications Officer

- To work with the Events Officer to ensure all Society events are publicised to members and the wider public.
- Ensuring the Society's LUU website, LUU Backstage website and other social media outlets are up to date in line with relevant LUU policy.
- Facilitating and ensuring strong communication between all aspects of the committee and society.
- Ensuring there is an up to date entry in the Society's LUU webpage.


### 5.6.5 Open Seat

- To advise and support the rest of the Committee.
- To be ready to assume responsibilities of another committee member temporarily, should they be unable to carry them out for any reason.


### 5.6.6 New Members Rep

- In their first year of Backstage membership
- To represent the views of new members and ensure strong communication between the Society and the Committee
- To support the rest of the Committee with any tasks required


## 6 Elections to Committee Roles

6.1 The Returning Officer for elections will be the Activities \& Opportunities Officer. However their presence is not required at each election.
6.2 Elections shall take place by a secret ballot of Full members using the approved LUU mechanism.
6.3 Candidates for positions on the Society committee can only be nominated by Full Members of the Society. For the purposes of clarity, Full Members may nominate themselves.
6.4 Nominations will open at least 7 working days before the AGM or EGM.
6.4.1 For online elections the nominations must be open for at least 7 working days, and the voting period must be at least 24 hours.
6.5 Nominations should be through the official process (i.e. the process which has been approved by the Activities \& Opportunities Officer or their nominee) and shared with the Activities \& Opportunities Officer or their nominee.
6.6 Newly elected Society Committee members must assume their duties after their handover and before the end of the academic year. The anticipated date for assuming these duties should be published with the opening of nominations.

## 7 Club and Society Formal Meetings

7.1 The Activities Executive or Activities \& Opportunities Officer may, at their discretion, send an observer to any Society formal meeting.
7.1.2 If any Full Member moves a no confidence in the Chair, a vote shall be taken immediately.
7.1.3 If a motion of no confidence in the Chair is passed, a new temporary Chair will be elected by Full Members at the meeting.
7.1.4 Decision making should ideally be by consensus. However if a vote is needed, voting shall be by show of hands unless a secret ballot has previously been requested, and decisions will be made by simple majority by those members having the right to vote as outlined in paragraph 2 of this constitution. No member has more than one vote.

### 7.2 Committee Meetings

7.2.1 Any Committee Member may call a Committee Meeting.
7.2.2 The time, date and location of Committee Meetings must be posted on the Society LUU webpage or a member accessible web source, at least two working days in advance.
7.2.3 Committee Meetings shall be open to all members of the Society.
7.2.4 The agenda for Committee Meetings should be made available at the start of the meeting.
7.2.5 The quorum for all Committee Meetings shall be two thirds of all Officers who have a vote, or three Officers who have a vote, whichever is greater.
7.2.6 The minutes of any decisions made at the meetings must be accessible via the Society LUU webpage, once ratified as a true and accurate record of the meeting.

### 7.3 Annual General Meeting

7.3.1 The Annual General Meeting (AGM) will be held during the designated election month, as defined by the LUU Activities Team.
7.3.2 In exceptional circumstances, with the agreement of the Development and Engagement Coordinator, the AGM will instead be held within 395 days of the previous AGM.
7.3.3 Notice of the AGM must be posted on the Society LUU webpage or a member accessible web source, at least 10 working days in advance of the meeting.
7.3.4 The agenda for the AGM must be posted on the Society LUU webpage or a member accessible web source at least seven days in advance of the meeting.
7.3.5 The order of business shall be:

- the President's report
- The Secretary's report
- the Treasurer's (Financial) report
- Constitutional Amendments
- Elections
- Any other business
7.3.6 The quorum for the AGM shall be either one third of all the Full Members or 20 Full Members, whichever is the lesser.
7.3.7 If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days.
7.3.8 If a reconvened AGM is declared inquorate, the Society shall report this to the Activities \& Opportunities Officer who may authorise an inquorate AGM.
7.3.9 If requested by the Activities Executive, the Society must submit the full agenda and minutes of their AGM to the Activities Executive.


### 7.4 Extraordinary General Meetings

7.4.1 An Extraordinary General Meeting (EGM) may be called by either one third of all the Full Members or 20 full members, whichever is the lesser, and/or by the Committee.
7.4.2 Notice of the EGM, together with their agenda, shall be posted on the Society LUU webpage or a member accessible web source within two working days of the meeting being called.
7.4.3 The agenda for the EGM shall be restricted to the motion or business for which the meeting was called.
7.4.4 The quorum for the EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.
7.4.5 If an EGM is declared inquorate it may not proceed. If the EGM is declared inquorate, the Society shall report this to the Activities \& Opportunities Officer who may authorise an inquorate EGM.
7.4.6 The Society must submit the full agenda and minutes of their EGM to the Activities Executive, if requested by the Activities \& Opportunities Officer.

## 8 General Administration and Finance

### 8.1 Constitution

8.1.1 In case of dispute over a particular interpretation of this constitution, the Activities \& Opportunities Officer will be the final arbiter.
8.1.1.1 In the event a Group's constitution is deemed invalid, the Club \& Society Model Constitution 2022/23 will instead be used as that Group's constitution.
8.1.2 The assets or liabilities of the Society shall remain with the Society regardless of any changes to committee, group structure or constitution.
8.1.3 The Society shall be a constituent part of LUU and thus subject to the rulings of Better Union Forum and the Board of Trustees.
8.1.4 In the event of dissolution or abolition of the Society its assets will revert to LUU.

### 8.2 Constitutional Amendments

8.2.1 Constitutional amendments may be recommended by an Annual General Meeting, Extraordinary General Meeting, or by Referendum of the Society.
8.2.2 Constitutional amendments may not come into force until they have been approved by the Activities \& Opportunities Officer acting on behalf of the Student Executive and Activities Executive. For clarity, approval will be in the form of an email confirmation to the Core Officers of the society with the amended constitution as an attachment.
8.2.3 Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under 'Any Other Business'.
8.2.4 Constitutional amendments shall come into effect immediately after Activities \& Opportunities Officer approval unless otherwise stated in the amendment.

### 8.3 Administration and Finance

8.3.1 The Society must produce a detailed statement of accounts within 24 hours if requested by the Activities Executive.
8.3.2 The Core Officers shall accept full administrative and financial responsibility for the Society.
8.3.3 Committee members may not receive financial payment or profit as a result of their position on the committee.
8.3.4 Committee members may be reimbursed for any reasonable expenditure on behalf of the Society only after submitting a receipt to the Treasurer.

### 8.4 Cash Office

8.4.1 The Society will have a bank account (or accounts) with the LUU Cash Office only.
8.4.2 At least two Core Officers' signatures will be required to make payments from the Society account.
8.4.3 The Society will keep full, up-to-date accounts of its finances through the LUU Cash Office.
8.4.4 LUU Subsidies allocated to the Society may not be spent on perishable goods such as food, drink or tobacco.
8.4.5 The Society Subsidy and/or Grant account will be zeroed at the end of each academic year and the funds returned to LUU.

## 9 Marketing, Media, and Communications

### 9.1 The Society will at all times adhere to the LUU Data Privacy policies as found on the

 LUU website.9.2 Gryphon Clubs will at all times adhere to The Branding Guidelines agreed by the Leeds Sport partnership.
9.3 The Society will at all times adhere to the Media Policy.
9.4 The Society requires members to adhere to kit guidelines which may include appropriate match-day and training kit, appropriate activity wear, club colours.
9.4.1 The preferred kit supplier is either GEAR or Surridge.

## 10 Complaints

10.1 Any member has the right to raise a complaint to the Committee, relating to (but not limited to) the following;
10.1.1 The conduct of another member or members of the society (while participating in society activity)
10.1.2 The delivery of any society activity
10.1.3 Any decision taken which impacts on the overall activity of the society
10.2 Any member may also raise a complaint to the LUU Student Activities Team regarding the individual or group conduct of a society or their members. Complaints raised in this way will be referred to the Committee to handle.
10.3 The Committee must inform the LUU Student Activities Team of any complaints.
10.4 The Committee should work with the member who has raised the complaint to come to an informal resolution, following the LUU Good Practice Guidelines. Resolution of complaints by the Committee should always be the first stage in any issue relating to the society.
10.5 If the Committee and the member who has raised the complaint are unable to come to an informal resolution, they must conduct a fair and impartial investigation. They must consult with the Student Activities Team Manager, or their nominee, before undertaking the investigation.
10.5.1 The investigation process must follow the Good Practice Guidelines.
10.5.2 If the Committee decides to take disciplinary action as a result of an investigation following a complaint, they must consult the Student Activities Team Manager, or their nominee, at the earliest opportunity otherwise any subsequent decision will be treated as void.
10.5.3 Disciplinary action against a member may include (but is not limited to):
10.5.3.1 Temporary suspension from some or all activity
10.5.3.2 Requirement that the disciplined member issues an apology
10.5.3.3 Requirement that the disciplined member completes mandatory training to prevent an issue reoccurring
10.5.4 In more serious cases, the Committee may choose to permanently suspend a member from some or all activity, or permanently exclude that member from the society. This is covered in section 11 of this constitution.
10.5 Any member impacted by the outcome of a complaint managed by the Committee has the right to appeal the decision. The appeal should be made in writing to the

Activities Executive, via the Activities \& Opportunities Officer, and should be submitted within 14 days of the original decision.
10.6 If the complainant is unhappy with the Committee resolution to their complaint, they may escalate the issue formally to the Activities Executive.
10.7 For the purposes of this Clause, the Good Practice Guidelines means the LUU Club \& Society Conflict Resolution Good Practice Guidelines and Good Practice Guidelines (Investigations) which can be found on the LUU website: http://engage.luu.org.uk.

## 11 Suspension and Expulsion

11.1 Any member, other than Ex-Officio Members, may be suspended or expelled from any or all rights, including membership, for any period by a decision of the Core Officers of the society, so long as the decision was made using the procedure outlined in this section.
11.2 The Society Core Officers can suspend or expel any member of the group so long as they have taken explicit advice from the Student Activities Team Manager, or their nominee, and informed the individual affected of the reason/s for the decision in writing.
11.3 The Society Core Officers must immediately notify the Activities \& Opportunities Officer, in writing, of any suspensions or expulsions with a summary of the reason/s for the decision.
11.4 Suspended or expelled members may appeal a disciplinary decision so long as the request is submitted in writing to the Activities \& Opportunities Officer within 14 days of being notified of this decision.
11.5 On receipt of a request for a review, the Activities \& Opportunities Officer will:

- acknowledge receipt of the request as soon as reasonably possible;
- notify the Society Core Officers and the Head of Student Activities that a review is taking place;
- if necessary consult with relevant parties regarding the original decision and may take into account new information;
- will, in discussion with the Activities Executive, decide whether to uphold, modify or over-turn the original decision and
- will inform both parties of the outcome of their decision within 14 days
11.6 If the Activities Executive uphold the decision to suspend or expel the member, the matter will be deemed as having been through an LUU disciplinary and appeal and will have no further rights to appeal under the Bye-Laws.


## 12 Appointment of Crews

12.1 The Society Committee is responsible for the appointment of a Production Manager for all productions the Society is involved with.
12.2 All other positions on the crew of each production shall be appointed by the relevant Production Manager, subject to any conditions imposed by the Society Committee (for example, to ensure sufficient crew experience or safety) and taking into account any suggestions from the Society Committee.
12.3 As a standard protocol, all positions shall be advertised to all Society members by means of an email to the Society mailing list (a "Crew Call") and the Society Facebook Group. This email should give a description of the production, an outline schedule, and a list of all crew positions required, with a clear deadline given for responses. However, at the discretion of the committee, roles can be chosen without a Crew Call, for reasons of time constraint and/or complexity of production.
12.3.1 Where this is not possible, only the bare minimum number of positions should be appointed in advance of the Crew Call, and any positions already appointed should be made clear on the Crew Call along with the reasoning behind these appointments. Effort must be made to encourage application from as many members as possible.
12.3.2 A provisional crew call release date schedule should be released within 21 days of the beginning of the University Semester to allow members the greatest flexibility when scheduling other events or work they are involved with.
12.4 All appointments to crews must be approved by the Core Officers prior to announcement.
12.5 Anyone who is not a member of LUU Backstage at the time of the first performance they are crewing shall be removed from the crew until they have purchased membership.
12.6 In overseeing the appointment of crews, the Core Officers shall ensure fair distribution of opportunities over the course of a year, taking into account the experience and previous involvement of each member as necessary, with particular regard to the success of the performance, safety of those involved and membership status.
12.7 The responsibility for ensuring the fair appointment of crew ultimately lies with the Core Officers, and while any other society the Society is working with may express preferences for particular roles, this must not be allowed to influence the decisions made.
12.8 In the event of any dispute or complaint regarding the appointment of crews, the President shall arbitrate. If the President is otherwise involved in the dispute (for instance, as the Production Manager or an applicant for the role in question), then another Committee member shall arbitrate as nominated by a majority vote of the committee.

