

# The Constitution of Trinity Musical Theatre Society

## **1. Name**

- a. The Society shall be known as Trinity Musical Theatre Society.

## **2. Objectives**

- a. The object of the society shall be to produce and stage musical theatre productions on campus.

## **3. Membership**

Membership shall be open to all capitated students and staff of the University of Dublin on payment of an annual subscription as shall be decided by the Committee or Annual General Meeting (hereafter referred to as AGM) within the limits set by the CSC.

## **4. The Committee**

- a. The Committee shall consist of the Chairperson, the Secretary, the Treasurer, the Public Relations Officer, the Entertainment Officer and two ordinary committee members, the executive consisting of the Chairperson, Secretary and the Treasurer. The Director, or other member of the production team if the Director is unavailable, will be required to attend each committee meeting, though not as a voting member of the committee.

- b. The Senior Officers shall be elected as laid out in Article 8 and shall consist of the following:

- i. Chairperson
- ii. Secretary
- iii. Treasurer
- iv. Public Relations Officer (P.R.O.)
- v. Entertainment Officer

- c. of:

- i. Director
- ii. Musical Director
- iii. Director of Choreography
- iv. Technical Officer
- v. Director of Design
- vi. Stage Manager

- d. The two OCMs shall be elected as laid out in Article 8.

- e. No individual may hold more than one position on the committee. No person on the committee may hold a position on the Production Team.

- f. The Committee shall be responsible for the policy of the society.
- g. No individual may perform in a principal role in a society production whilst holding the position of Chairperson, Secretary or Treasurer.
  - i) Principal role shall be defined by the director and agreed upon by the Chairperson.

## **5. Committee Meetings**

- a. The Committee shall meet weekly during term at an agreed date and time, and as necessary during the vacation.
- b. All meetings of the committee shall be open for any member of the society to attend except in exceptional circumstances as outlined in Schedule 1.
- c. Notice of not less than two days must be given to committee members ahead of a committee meeting.
- d. Attendance at committee meetings is compulsory for all committee members. Apologies for inability to attend must be sent to the secretary no later than three hours before the meeting is scheduled to begin.
- e. Failure to attend three consecutive committee meetings without accepted apologies shall result in said committee member being subject to the removal procedure laid out in Article 9.
- f. Quorum for committee meetings shall be half of the committee. One senior officer must also be present.
- g. Accurate minutes of the meeting shall be kept and distributed as outlined in Schedule 1.
- h. All committee shall adopt the guidelines outlined in Article 11.

## **6. The Annual General Meeting and Extraordinary General Meetings**

- a. Notice of no less than one week must be given to members ahead of either and Extraordinary General Meeting (EGM) or the Annual General Meeting (AGM).
  - i. Notice must include the date, time, place and agenda for the meeting.
- b. The quorum for either an AGM or an EGM shall be twenty people, or one tenth of the membership of the society, whichever is larger.
- c. Any member of the college may attend either an AGM or EGM but only fullypaid members of the society are entitled to vote.
- d. No persons admitted to membership less than twenty four hours prior to an

AGM or an EGM shall be entitled to vote at that meeting.

e. An EGM of the society may be called in accordance with the procedure laid out in Article 7.

f. An AGM must be held once a year in Hilary term in accordance to the procedure laid out in Schedule 2.

## **7. Calling of an Extraordinary General Meeting**

a. The items brought before an EGM must be exceptional in nature and should refer to changes in the constitution or to bring about an election to fill a vacancy on the committee.

b. An EGM of the society may be called by 25% of the members of the society submitting a signed petition stating clearly the reasons for the EGM to the Secretary or by the committee submitting the same document.

c. The petition must be signed by fully paid members of the society and should include society member number, student number and name.

d. Upon presentation of the petition an EGM must be held within two term weeks.

e. Notice for the EGM must be given in accordance with Article 6a.

## **8. Election of Committee Members**

a. Each election shall be of the form of a first past the post secret ballot. In the case of there being only a single candidate for a position the members shall be asked to ratify or reject this candidate using a “yes/no” option.

b. Candidates must be fully paid members of the society in order to be considered for election to the committee.

c. All committee positions shall be elected at the AGM.

d. Each candidate must be nominated and seconded by fully paid members of the society in accordance with Schedule 2.

e. Each candidate may participate in hustings or have someone speak on their behalf during the AGM in accordance with the procedure laid out in Schedule 2.

f. Following the election of a new committee at the AGM, a Joint Committee Meeting will be held between the outgoing and incoming committee to facilitate the smooth handover of society affairs.

## **9. Appointment of the Production Team**

a. The Committee may advertise applications for positions on the Production

Team no less than one week before they being the interview process.

b. The Committee may decide what material they deem appropriate to be presented at the interview by the applicants, whether it be a CV of relevant experience or a portfolio of previous work.

c. No individual may hold more than one position on the Production team.

### **10. Removal of persons from the Committee**

a. Any individual who fails to attend three consecutive committee meetings without explanation shall be deemed to have resigned from the committee and a person to replace them shall be appointed according to Article 10.

i. Having missed two consecutive meetings without explanation the Secretary shall communicate with the individual the consequences of missing another meeting.

b. Any committee member who, while on society business, breaks or attempts to break college regulations shall be deemed to have resigned from the committee with immediate effect and a person to replace them shall be appointed according to Article 10.

c. Any member of the committee may step down at any point during the year by formally offering their resignation in writing to the senior officers who shall accept it and replace the committee member as laid out in Article 10.

i. Notice of at least one week must be given.

d. Upon the death or incapacitation of a committee member, a replacement may be co-opted in accordance with the procedure outlined in Article 10.

e. A committee member may be impeached for failure to fulfil their duties as outlined in Article 1 through a committee vote at which a supermajority of two-thirds of the entire committee is attained.

i. At the meeting to remove a committee member, the person being impeached may address the meeting prior to the vote taking place. The vote to remove a committee member must be held by secret ballot and must be carried by a two thirds majority of all members of the committee

ii. Following the removal of the committee member a by-election shall take place immediately in accordance with the election procedure in Article 8.

iii. A committee member may also be removed through a motion obtaining a simple majority at an EGM.

iv. The decision of the committee in the removal of a committee member may be overturned by a motion at an EGM.

f. Any member who resigns from their position or is removed from it may not be elected to the committee again during that society session.

### **11.Co-opting of a Committee Member**

a. Following the promotion, resignation or death of a member as outlined in Article 9 the committee shall convene and shall co-opt an eligible member to fill the role vacated on a temporary basis until the next available AGM or EGM which should take place within two weeks.

### **12.The Role of Committee Members**

a. All committee members shall:

- i. Be answerable to the committee.
- ii. Attend all committee meetings.
- iii. Attend all society events where possible.
- iv. Have a responsibility to promote the society in the college.
- v. Attend all training provided by the CSC or other bodies when deemed appropriate.
- vi. Be responsible for the appointment of the production team.

b. In addition to the duties of all committee members the **Chairperson** shall:

- i. Oversee the general running of the society.
- ii. Chair all committee meetings including any EGMs or AGMs.
- iii. Cast the deciding vote in all hung votes with the exception of fiscal issues in which the treasurer shall retain the right of veto.
- iv. Represent the society in all dealings with the college.
- v. Prepare a handbook to be passed on to their successor.
- vi. Be responsible for the management of front of house for all society productions.

c. In addition to the duties of all committee members the **Secretary** shall:

- i. Be responsible for all correspondence of the Society.
- ii. Take and record the minutes of all meetings of the Society and of the Committee.

iii. Promptly send out minutes from all meetings to relevant parties within 24 hours of the meeting ending.

iv. Be responsible for obtaining performing rights, where necessary, in advance of every TMTS production. Failure to obtain performing rights is a serious offence, and shall result in the impeachment of the Secretary as per Article 9.

v. Provide the secretary of the CSC with a written record of the Society's activities during their term of office not later than the date set by the CSC for submission of this report.

vi. Inform the CSC promptly of any changes to the constitution of the society.

vii. Keep a record of membership that is up-to-date and ensure that it is kept confidential, allowing only the Treasurer and Chairperson to see it in the execution of their duties.

viii. Shall be responsible for ensuring good communication with other college societies.

ix. Shall be responsible for the order and hire of scripts.

x. Send out the weekly email.

xi. Prepare a handbook for their successor.

d. In addition to the duties of all committee members the **Treasurer** shall:

i. Be responsible for all finances of the Society, and have final say on all matters of expenditure of the funds of the Society remaining conscious of the consensus of the Committee of the Society.

ii. Be responsible for the collection of annual subscriptions from society members.

iii. Be responsible for maintaining the society accounts.

iv. Be responsible for securing outside sponsorship for the society and its events.

v. Be responsible for managing the box office; including ticketing for performances and maintaining a suitable float in the cash box.

vi. Have the duty of conducting routine communication with the CSC on financial matters including the provision of estimates of expenditure.

vii. Prepare the grant application for submission to the CSC promptly each year.

viii. Prepare a handbook for their successor.

e. In addition to the duties of all committee members the **P.R.O.** shall:

i. Be responsible for all facets of the society's promotion.

ii. Organise and oversee the design, printing and distribution of all the society's printed materials including but not limited to posters, programmes, membership cards and leaflets.

iii. Prepare a handbook for their successor.

f. In addition to the duties of all committee members the **Entertainment Officer** shall:

i. Be responsible for the running of events, aside from the musical.

f. In addition to the duties of all committee members the **Director** shall:

i. Hold auditions to select the cast members, in collaboration with the other committee members.

ii. Lead rehearsals through blocking the musical and encouraging development of the cast's relevant skills.

iii. Oversee the production as a whole, meeting regularly with the Production Officers.

iv. Liaise with the Secretary and Stage Manager on rehearsal times, locations, schedules and necessary equipment.

g. In addition to the duties of all committee members the **Musical Director** shall:

i. Be responsible for teaching the relevant music to the cast.

ii. Be present at auditions alongside the other Production Officers to help select the appropriate cast members.

iii. Attend all appropriate rehearsals to conduct/accompany the singing.

iv. Be responsible for recruiting an orchestra to play the music for the shows and rehearse with them until they are at performance level.

v. Collaborate with the director and choreographer at all times.

h. In addition to the duties of all committee members the **Director of Choreography** shall:

i. Be responsible for choreographing the musical in accordance with the director's vision.

ii. Be present at auditions alongside the other Production Officers to help select the appropriate cast members.

iii. Attend all appropriate rehearsals and teach the cast the choreography.

i. In addition to the duties of all committee members the **Technical Officer** shall:

i. Organise the Lighting and Sound for the production, including booking and working with external companies if necessary.

ii. Be responsible for the safe keeping of any rented equipment.

iii. Assist with the Lighting and Sound during technical rehearsals and the performances.

j. In addition to the duties of all committee members the **Director of Design** shall:

i. Be responsible for creating, sourcing or designing the set and costumes for the show in accordance with the Director's vision.

ii. Attend the necessary rehearsals and all performances to assist with the costumes and set.

iii. Be responsible for the safe keeping of equipment and their return, if applicable.

k. In addition to the duties of all committee members the **Stage Manager** shall:

i. Be responsible for the gathering of props and the construction of the set in accordance with the director and director of design's vision.

ii. Be responsible for the stage management of each performance and the coordination of a stage crew.

iii. Be responsible for the safety and sanitation of all props and/or set.

iv. Oversee the 'get in' and 'get-out' of the theatre/venue, with a written plan of these processes distributed to the Production Team and Committee no less than two weeks before the performance begins.

v. Those meetings dealing substantively with a production shall also be attended by the Stage Manager, at the instruction of the Director and the Chairperson.

vi. Be responsible for the running of rehearsals, including time, location, and schedule, on advice of the Director and Secretary.

vii. Attend all rehearsals where possible.



viii. Ensure all equipment necessary for rehearsal is present including but not limited to keyboard and speakers, on advice of the Director.

ix. Draft the rehearsal schedule on advice of the Director and Secretary, and distribute to the cast in a timely manner.

L. In addition to the duties of all committee members the **Ordinary Members of Committee** shall:

i. Help officers in the execution of their duties.

M. No member of committee may profit in any way from their involvement in the society.

### **13.Finances**

a. The Chairperson or the Treasurer or any member of the Society may be requested to appear before the CSC, or an officer or sub-committee of the CSC to provide information concerning the finances of the Society. If a prima facie case exists that Society funds have been misused or misappropriated, the CSC may ask the Senior Dean to declare the person(s) responsible indebted to the College, in which case they may not be permitted to register for the following academic year or to have their degree conferred.

b. The Treasurer shall close their accounts in accordance with CSC guidelines and as soon as may be possible thereafter shall arrange for the accounts to be audited as provided by the CSC. In due course these accounts shall be presented to the Committee of the Society and the CSC for approval.

c. All cheques and withdrawal forms from the Society's bank account shall be signed by two of the designated officers, namely the Chairperson, Treasurer and Secretary.

d. The production budget should be agreed between the Director and the Treasurer, and shall be brought before the whole Committee by the Treasurer for ratification by a majority vote of the Committee. In week one of Michaelmas Term, the ratified budget must be presented to the CSC Executive for ratification. The budget remains strictly provisional until ratified by the CSC. The CSC will not grant the Society funds without the presentation of a budget that is ratified by the CSC Executive.

### **14.Amendments**

a. This constitution may only be amended by a vote of a majority of those present at an EGM or an AGM. Notices of such amendments must be submitted in writing not less than five days before the date of the general meeting and must be signed by a proposer and seconder, each of whom shall be fully paid-up members of the Society.

b. The Schedules of this Constitution may be changed by the Committee, only with a two-thirds majority at a quorate Committee meeting.

c. This constitution is binding as and from the date of being approved by both the Society and the CSC.

d. An up to date copy of the constitution shall be available to members upon request.

### **15. Productions**

a. The Society shall aim to present not less than one major production a year and no more than two major productions per year.

b. Only members of the Society, as defined under Membership, shall be allowed to participate in any productions presented by the Society, whether a joint production or not.

c. If a cast member is absent from more than four rehearsals or approximately 20% of rehearsal time, it would be at the committee's discretion to consider the removal of the cast member.

### **Schedule 1**

1. All comments, considerations and discussions at a meeting of the Committee are open to all members of the Society, unless it is specifically agreed and recorded that one or more items from the meeting are to be held in camera.

2. If a meeting, or part thereof, is to be held in camera, all persons who are not members of the committee shall leave the room for the duration of the discussion on that topic, unless one or more of them are invited to remain.

3. In the case that some person, or persons, are invited to remain, they shall be asked to leave the room, whilst the Committee discuss their invite. The Committee shall then vote on whether or not to allow those persons leave to remain, with each individual in question being voted upon sequentially.

4. The Committee bears collegiate responsibility for all its actions. Thus, if a matter is agreed by majority vote, each member must give that decision full public support, regardless of private feelings.

5. Each member has a single vote on each issue. In the case of an equality of votes cast the Director has a single casting vote. The treasurer retains the right to veto any issues of financial implication.

6. Any member of committee may request that a ballot be held in secret on any vote and this request must be complied with.

7. Minutes of the previous meeting must be accepted at the beginning of the meeting.

### **Schedule 2**

The agenda for an AGM or EGM shall be set out as follows:

## 1. Reports

- a. These reports, which should be brief, may be delivered verbally with a written copy available on request.
- b. The reports should be presented in the following order.
  - i. Chairperson
  - ii. Secretary
  - iii. Treasurer
  - iv. Public Relations Officer (P. R. O.)

## 2. Elections for all on the Committee.

- a. The elections for the Officers shall take place consecutively in the order; Chairperson, Secretary, Treasurer, Public Relations Officer. Following the elections for the Officers there shall be a single election for the Ordinary Committee Members.
- b. Each candidate shall be allowed address the AGM, if they wish for a maximum of two minutes prior to the election.
- c. The results from the first election shall be announced before the second election takes place, and so on throughout the elections.
- d. The votes for all elections shall be counted by not less than two tellers, neither of whom shall have any material interest in the election.

## 3. Any motions submitted for consideration not less than five days before the date of the AGM/EGM. Any such motions must have been circulated to all members of the Society not less than three days before the date of the AGM/EGM.

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