

Constitution for the ICU Musical Theatre Society

1. Name

1.1 The name of the club shall be the Imperial College Union Musical Theatre Society, hereafter referred to as 'the club'.

1.2 The club shall be a member of the Arts and Entertainments Management Group.

2. Aims and Objectives

2.1 The club shall hold the following as its aims and objectives. The club shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.

2.2 To put on musical theatre productions of good quality, and yet remain an enjoyable experience for all involved.

2.3 The society will aim to put on at least one full scale ticketed musical production a year, as well as participating in Artsfest and other [Union](#) activities.

2.4 The society and its committee must help to create a friendly social circle among our members. We hope to provide a place where all of our members have the chance to develop; to build confidence, to find new skills and to polish old ones, regardless of their current ability.

2.5 With the cooperation of [the Dramatic Society](#), and other theatre groups in Imperial College [Groups](#), Musical Theatre Society will store, maintain and improve the current costume store, providing permission to use this useful resource to anyone who should ask for it.

2.6 Musical Theatre society will further foster the close relationship with Musical Theatre Tour Society.

3. Statement of intent

3.1 The constitution, regulations, management and conduct of the club shall abide by all Imperial College Union Policy, and shall be bound by the Imperial College Union Constitution and Regulations.

3.2 The club stresses that it abides by the Imperial College Union Equal Opportunities Policy, and that club regulations pertaining to membership of the club or election to management of the club shall not contravene this policy.

3.3 The club shall also be governed by the Arts and Entertainments Management Group standing orders, regulations and/or constitution.

3.4 The club committee shall supply a Code of Conduct to the ICU Deputy President (Clubs & Societies) for approval, who shall sign it as the accepted Code of Conduct for the club.

4. Membership

4.1 The following shall be eligible to become members of ICU Musical Theatre Society:

4.1.1 ICU Full Members

4.1.2 ICU Associate Members

4.1.3 ICU Life Members

4.2 Any club member who is a full member of ICU shall be a 'full member' of the club; all other members shall be 'associate members' of the club.

4.3 All members shall pay an annual subscription to join the club; the membership fee shall be decided by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board (CSB).

5. The Club Committee

5.1 The committee shall consist of the following voting members:

5.1.1 Chair

5.1.2 Vice Chair

5.1.3 Treasurer

5.1.4 Secretary

5.1.5 Publicity Officer

5.1.6 Social Officer

5.2 The committee shall also consist of the following non-voting members:

5.2.1 Webmaster

5.3 All committee members must be members of the club.

5.4 All voting committee members must be full members of the club.

5.5 No committee member shall hold more than one post during each academic year.

5.6 Office shall be held from August 1st to July 31st of each academic year.

6. Management and Job Descriptions

6.1 The responsibilities of the Chair shall be:

6.1.1 Representation of the club in the Arts and Entertainments [Management](#) Group.

6.1.2 The running of the club according to the club constitution and code of conduct.

6.1.3 The support of committee members in their roles and ensuring any responsibilities are undertaken when a committee member is indisposed.

6.2 The Chair and Treasurer shall sign an ICU Financial Responsibility form, and shall be aware of the ICU Financial Regulations.

6.3 The Vice Chair shall support the Chair in the oversight of the society, with a focus on projects and events running outside of the society's core shows.

6.3.1 In the event of the Chair's absence in a committee meeting, the Vice Chair will take the position of chair for the meeting, with all the responsibilities this entails.

6.4 The Treasurer shall carry out the day to day financial duties of the club. His roles shall include:

6.4.1 The monitoring of the society's financial situation by means of Transaction Pages on the Union's website.

6.4.2 The formulation and approval of a budget for any productions during the year.

6.4.3 The administration of revenue and expenditure through the union's finance systems.

- 6.4.4 The notification of the committee as to the current financial situation and of any recent changes of the society's accounts at each committee meeting.
- 6.5 The Secretary shall be responsible for keeping the club records in good order. This shall include:
- 6.5.1 Preparation of an agenda and the recording of minutes in all society committee and general meetings. Both of these items shall be made available by the secretary after the meeting.
- 6.5.2 The update of the membership regarding the activity of the society by way of regular email updates.
- 6.5.3 Administration of the society email account. The secretary will maintain a regular observation of the account's inbox and inform any committee members of communications that require their attention.
- 6.6 The Publicity Officer is tasked with creating a strong public presence for the society, and with the production of any promotional materials. Among these roles, the officer shall:
- 6.6.1 Produce posters and flyers to advertise any shows or events of the society as required. The officer shall ensure that these materials are properly distributed to create a good public awareness within campus and around other possible markets.
- 6.6.2 Produce materials necessary for any show the society produces e.g. programmes or tickets.
- 6.6.3 Coordinate with the Webmaster over the online promotion of the society, providing digital files to further the advertisement campaign of the society.
- 6.7 The Social Officer is tasked with the social events of the society, and with making them accessible to all members, rather than those currently participating in a production. The primary goals of Social Officer shall be:
- 6.7.1 To organise events that are not rehearsals or the production of musical shows.
- 6.7.2 To arrange the purchase of food and drink for cast when late night rehearsals are arranged.
- 6.7.3 To organise any large scale transactions with the union bar when necessary.
- 6.8 The responsibilities of the Webmaster shall be:
- 6.8.1 To maintain the Musical Theatre Society Website (currently at the domain MTSoc.co.uk), the society's Facebook group, and to maintain and update the Society's Twitter feed.
- 6.8.2 To organise online publicity of the society in collaboration with the Publicity Officer, with tasks including but not limited to the addition of publicity materials on MTSoc.co.uk, the updating of the Union's "What's On" calendar and the creation of Facebook events.
- 6.9 The management of the club shall be vested in the club committee.
- 6.10 Quorum of the committee shall be two thirds of the voting committee.
- 6.11 The Committee shall meet regularly to provide updates on the running of the society, at least as frequently as one meeting every two weeks.

7. General Meetings:

- 7.1 A general meeting may be called by the Chair, quorum of the committee or by ten full members of the club; this must be submitted to the Chair in writing. The general meeting must be held within 10 college days of receipt of the proposal.
- 7.2 General Meetings may only be held during undergraduate term time.
- 7.3 At least five college days notice of a general meeting must be given to the club membership.
- 7.4 Only full members of the club may vote at General Meetings.
- 7.5 Quorum of the meeting shall be half of the full club members.
- 7.6 Decision shall be reached by a simple majority of the full members present.

8. The Annual General Meeting

- 8.1 The AGM shall be held during the second term of the academic year, and shall have as its main business:
 - 8.1.1 The presentation of the Officers Reports for the past year.
 - 8.1.2 The election of the Committee for the next session.
- 8.2 An agenda giving notice of the AGM must be circulated to all club members at least ten college days in advance.
- 8.3 Nominations for club officers must be posted at least ten days in advance of the AGM and closed before the meeting.
 - 8.3.1 Each nomination shall require one proposer and 2 seconders who shall be full members of the club.
 - 8.3.2. The quorum of the AGM shall be half of the full members of the club.
 - 8.3.3 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted at the AGM.
- 8.4 In the event that no person is voted in to a post or of resignation from a position, the Chair will undertake the duties until such time as the post is filled. Elections to fill such a vacant post should take place at a general meeting and shall be subject to the same rules as per AGM.

9. Finance

- 9.1 The club may receive a grant from Imperial College Union and shall administer this and any self generated income in accordance with the Imperial College Union Financial Regulations.
- 9.2 The Treasurer will provide the Treasurer of the Arts and Entertainments Management Group with a detailed budget for the following academic year during the first half of the second term of the academic year.
- 9.3 Budgets for events shall be taken to the Arts and Entertainments Management Group Treasurer and/or Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations.

10. Health and Safety

- 10.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health and Safety policy.
- 10.2 The club will provide the ICU Deputy President (Clubs & Societies) with an Annual Risk Assessment for its activities.

11. The Constitution.

- 11.1 The Constitution shall only be altered by consent of a two-thirds majority of the full members present at a general meeting. The Arts and Entertainments Management Group shall approve any such alterations.
- 11.2 The Constitution shall be binding on the club officers and members from 19/01/2012
- 11.3 From 19/01/2012 all other Musical Theatre Society club constitutions are hereby revoked.

12. This constitution has been approved in accordance with 11.1 above, and accepted as the constitution for the Musical Theatre Society, signed,

Felix Millne

Musical Theatre Society Chairman

Chandana Shankar

Arts and Entertainments Chairman