

# Constitution for ICU A&E Dramatic Society

## 1. Name

- 1.1 The club shall be a member of the Arts & Entertainments Clubs Committee.
- 1.2 The name of the Club shall be A&E Dramatic Society, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 DramSoc shall hold the following as its aims and objectives. DramSoc shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 2.2 The furtherance of drama and theatrical productions in the Imperial College Student Community.
- 2.3 The provision of technical support for theatrical productions of DramSoc and other Clubs and Societies of the Arts and Entertainments Board.

## 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 and election to management of the club shall not contravene this policy.
- 3.3 The club shall also be governed by the Management Group Standing Orders where the Management Group is determined the New Clubs Committee in the first instance, then as per the Clubs & Societies Policy.

## 4. Membership

- 4.1 The following shall be eligible to become members of the club:
  - 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 join the club, a membership fee may be set by the club committee but shall not be less than that specified by the ICU Clubs & Societies Board.

## 5. Committee

- 5.1 President
- 5.2 Acting Director
- 5.3 Lighting Director
- 5.4 Sound Director
- 5.5 Treasurer
- 5.6 Secretary
- 5.7 Publicity Officer
- 5.8 Ordinary committee member
- 5.9 Technical Director
- 5.10 Vice President

## 6. Management and Job Descriptions

- 6.1 The Chair shall represent the club on the Management Group Board, and shall be responsible for making sure that the club is run according to the club constitution and Imperial College Union's Code of Conduct for Clubs, Societies & Projects as far as can be reasonably expected.

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- 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 Treasurer shall carry out the day to day financial duties of the club.
- 6.4 The President shall represent DramSoc on the Arts & Entertainments Board, and shall be responsible for making sure that DramSoc is run according to this constitution and the code of conduct as far as can be reasonably expected..
- 6.5 The Vice President shall assist the president in the running of DramSoc, and shall be responsible for the organisation of social activities for DramSoc members.
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- 6.6 The Treasurer shall carry out the day-to-day financial duties of DramSoc..
- 6.7 The Secretary shall be responsible for keeping the DramSoc records in good order as well as communicating important announcements to DramSoc members. In the event of the Publicity officer post not being filled, then the secretary will assume this role as well..
- 6.8 The Technical Director shall have overall responsibility for the technical aspects of DramSoc, including maintenance of DramSoc equipment and ensuring it is in good safe working order. The technical director in conjunction with the president is also responsible for ensuring that each event has an event manager, as outlined in the DramSoc Code of Conduct.
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- 6.9 The Sound Director shall have responsibility for the DramSoc Sound Equipment, its maintenance and instructing other DramSoc members in its use.
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- 6.10 The Lighting Director shall have responsibility for the Lighting equipment, its maintenance and instructing DramSoc members in its use..
- 6.11 The Acting Director shall have responsibility for organisation of acting workshops, and in the event that a producer/director cannot be found for termly plays, will assume that role..
- 6.12 The Publicity Officer shall have responsibility for ensuring that the activities of the society and the society itself are publicised to the members of Imperial College, and for plays publicity in the event that someone else does not take responsibility for it. .
- 6.13 The Ordinary committee member shall One of the Ordinary Committee Members shall be designated ?OCM (Social Secretary)?, and will both independently organise and assist the Vice President in the organisation of social events applicable to the entire society. .
- 6.14 The Vice President shall shall.
- 6.15 The President shall shall.
- 6.16 The Lighting Director shall shall.
- 6.17 The Treasurer shall shall.
- 6.18 The Secretary shall shall.
- 6.19 The Publicity Officer shall shall.
- 6.20 The Technical Director shall shall.
- 6.21 The Acting Director shall shall.
- 6.22 The Ordinary committee member shall shall.
- 6.23 The Sound Director shall shall.
- 6.24 The Ordinary committee member shall shall.

## 7. Committee Meetings

- 7.1 Committee meetings shall be called by the Chair of the club and held at least monthly.
- 7.2 At least five College days' notice of a committee meeting must be given to the committee.

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7.3 Only committee members may vote at a committee meeting, but full and associate members of the club may be invited and speak.

7.4 Quorum shall be two-thirds of the committee of the club.

7.5 Decision shall be reached by simple majority of the committee members present.

## 8. General Meetings

8.1 A general meeting may be called by the club 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 ten College days of receipt of the proposal.

8.2 General meetings may only be held during undergraduate term time.

8.3 At least five College days' notice of a general meeting must be given to the club membership.

8.4 Only full members of the club may vote at general meetings.

8.5 Quorum of the meeting shall be half of the full club members.

8.6 Decision shall be reached by a simple majority of the full members present.

## 9. Annual General Meeting

9.1 The AGM shall be held during the second term of the academic year, unless permission is obtained from the Deputy President (Clubs & Societies). The AGM shall have as its main business:

9.1.1 The presentation of the report of activities, including financial activities, for the past year.

9.1.2 The election of the committee for the next session.

9.2 An agenda giving notice of the AGM must be circulated to all club members at least ten College days in advance.

9.3 Nominations for club officers must be posted at least ten days in advance of the meeting and closed before the meeting.

9.3.1 Each nomination shall require one proposer and normally 4 seconders who shall be full members of the club.

9.3.2 In the event of there being no nomination for a post within the stipulated time then nominations may be accepted from the floor at the AGM.

9.4 The quorum of the AGM shall be half of the full members of the club.

9.5 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.

9.6 Further guidance on elections can be found in the Election Regulations for Imperial College Union.

## 10. Finance

10.1 The club may receive grant from Imperial College Union and shall administer this and any self-generated income in accordance with the Imperial College Union Financial Regulations.

10.2 The club Treasurer will provide the Treasurer of the Management Group with a detailed budget for the following academic year during the first half of the second term of the academic year.

10.3 Budgets for events shall be submitted to the Management Group Treasurer and/or the Deputy President (Finance & Services) for inspection and approval in accordance with the Financial Regulations no later than two weeks before the date of the event.

## 11. Health & Safety

11.1 The club acknowledges its duty of care to its members and will abide by Imperial College Union's Health & Safety Policy, and Imperial College Union's Code of Conduct for Clubs, Societies & Projects.

11.2 The club will submit an annual Risk Assessment to the Deputy President (Clubs & Societies) for its activities.

## 12. Additional Activities

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## **13. Constitution**

- 13.1 The Constitution shall only be altered by consent of two-thirds majority of the full members present at a general meeting. The Management Group shall approve any such alterations.
- 13.2 This Constitution shall be binding on the club officers and members, and all other constitutions are hereby revoked.
- 13.3 This Constitution has been approved in accordance with 13.1. above, and accepted as the Constitution for A&E Dramatic Society on 02/05/2014 by Peter Griffin and Alexander Savell