

Imperial College Dramatic Society Constitution

Proposed revision March 2015-Approved by ICDS Awaiting Approval From AEB

This constitution describes the structure of the Imperial College Dramatic Society and the procedures that govern it. References to relevant sections of the Imperial College Union Constitution, Bye-laws and Policies are indicated alongside the text.

Introduction

1. Imperial College Dramatic Society shall be a Society of the Imperial College Union and may hereafter be referred to as 'the Society', 'ICDS' or 'DramSoc'.
2. The Society shall be a member of the Arts and Entertainments Management Group. CSP POLICY §33
3. 'ICU' or the 'Union' refers to Imperial College Union, and 'IC' or the 'College' refers to Imperial College London.
4. The 'Union Constitution' refers to the Constitution of the Union that is currently in force, as passed by the Union and College Councils and as may be amended from time to time according to §12 of said Constitution.
5. The 'Union Bye-Laws' or 'Bye-laws' shall refer to the *Bye-laws of Imperial College Union* as passed by the Union and College Councils and as may be amended from time to time according to §11 of the Union Constitution.
6. The 'CSP Policy' shall refer to the *ICU Clubs, Societies and Projects Policy*.
7. A Full Member of the Union is any Member of the Union who is not an Associate Member of the Union, as defined by §13 and §18 of the Union Constitution.
8. Written notice, for the purpose of this document, shall be that as defined by §114 of the Union Constitution.

Objectives

9. The Society aims to:
 - (a) promote the furtherance of drama and the art of theatre in the Imperial College community.
 - (b) facilitate interaction with the student drama community outside of Imperial College.
 - (c) provide technical support for theatrical productions of DramSoc and of any other Club, Society or Project of the Arts and Entertainments Management Group.
 - (d) promote the furtherance of its Members' experience and excellence in the fields of theatre and other live events.

10. The Society, as managed by its Committee, shall strive to achieve these objectives as its commitment to its membership.

Membership

11. Membership of the Society is dichotomised into FULL MEMBERS of the Society and NON-VOTING MEMBERS of the Society.
12. The voting membership of the Society is all of the Full Members of the Society. BYE-LAWS §B6
13. Full Members of the Imperial College Union are exclusively able to become Full Members of the Society. CSP POLICY §67
14. Associate Members of the Union may become Non-Voting Members of the Society. CSP POLICY §71
15. The Society shall have as its mascot a Cat, named "Mistifer Cat".
16. "Mistifer Cat" shall be stuffed.
17. Sir Walter Plinge and Mistifer Cat are offered honorary Non-Voting Membership of the Society.
18. Full and Associate Members of the Union may freely join the Society, subject to their paying any fee as may from time-to-time be stipulated by the Committee. If such a fee is charged, it shall be in accordance with any minimum specified in Union Policy. CSP POLICY §17
19. Union Members entitled to *ex officio* membership are Non-Voting Members of the Society, unless they join the Society as a Full Member, satisfying all of the requirements placed thereupon. A&E STANDING ORDERS §5.3,
BYE-LAWS §B2

Committee

20. Management of the Society, its funds and its property is vested in the Committee.
21. The Committee shall have the power to resolve upon regulations and bye-laws as it sees fit, which may be enacted subservient to this constitution.
22. All officers sitting on the Committee must be Members of the Society.
23. Any officer holding a voting position on the Committee must be a Full Member of the Society. CSP POLICY §66
24. No officer may hold more than one position upon the Committee.
25. The Committee shall consist of thirteen voting officers holding the following positions: CSP POLICY §65
 - (a) President
 - (b) Vice-President
 - (c) Treasurer
 - (d) Honorary Secretary

- (e) Acting Director
 - (f) Technical Director
 - (g) Lighting Director
 - (h) Sound Director
 - (i) Set, Props and Costumes Director
 - (j) Pub. Officer
 - (k) Social Secretary
 - (l) Systems Administrator
 - (m) Ordinary Committee Member
26. The term of office for all positions runs from the 1st of August to the 31st of July. CSP POLICY §65
27. A position of office may be vacated by an officer:
- (a) Resigning
 - (b) Reaching the end of their term of office
 - (c) Failing to hold full membership of the Society
 - (d) Becoming deceased
28. Any officer ceasing to qualify for Full Membership of the Society must resign their position.
29. Should an office fall empty, a by-election shall be held at a General Meeting called by the President, which shall be subject to the same regulations as the elections held at the Annual General Meeting. BYE-LAWS §G26,
CSP POLICY §78

Meetings of the Committee

30. Meetings of the Committee shall be called by the President, and shall be held at least monthly.
31. A meeting must be called by the President upon the request of any three members of the Committee.
32. The President or their delegated authority shall chair meetings of the Committee.
33. At least five College days' written notice of meetings of the Committee shall be provided by the Secretary to members of the Committee.
34. Only members of the Committee holding one of the aforementioned voting positions may vote.
35. Quorum of the Committee shall be 7. BYE-LAWS §B11
36. Any Member of the Society may observe Committee meetings.
37. The Committee may invite other Members of the Society, other Members of the Union, or others outside of the Union as guests of the Committee, as it sees fit.

38. Guests of the Committee must ask permission from the Chair of the meeting to speak (ordinarily the President).
39. The Secretary or their delegated authority shall circulate agenda for meetings of the Committee no less than one College day in advance of the meeting, and must publish minutes of that meeting within three College days following the meeting. These minutes must either be accepted as a true and accurate record of the previous meeting at the next meeting of the Committee, or amended as appropriate.
40. An archive of all non-reserved meeting minutes should be made publicly available by the Secretary.
41. A member of the Committee may request at a meeting that minutes be denoted as reserved, either in part or in full.
42. Reserved minutes may be promulgated only to members of the Committee, and, upon request, to the President, a Deputy President, or the Chair of the Society's management group.
43. Whilst reserved minutes are being taken, non-members of the Committee may be asked to leave by the meeting's Chair.
44. Reserved minutes are to be made public and published 10 years after the meeting to which they relate.
45. Committee members must strive to attend all Meetings of the Committee, and are obliged to submit apologies to the Secretary if they are unable to do so for whatever reason.

Subcommittees

46. The Committee may create further committees, without derogating from its responsibility, as its members see fit. Such committees shall be sub-committees of the Committee and shall be chaired and constituted as the Committee sees fit.
47. Any member of the Committee shall be entitled to sit on any sub-committee so created, and may do so upon successful application to the Committee.
48. Such sub-committees shall not have decision making powers binding on the Society, but may make recommendations to the Committee.
49. All members of sub-committees need only to be Members of the Union, not of the Society.

Officers

50. **THE PRESIDENT:**
 - (a) shall be the senior officer of the Society.

- (b) shall represent the Society to other societies, the public, external bodies, and any body of the Union (such as the Arts and Entertainments Management Group).
- (c) is ultimately responsible for the artistic output of the Society.
- (d) shall be, along with the Treasurer, financially responsible for the Society.
- (e) is responsible for ensuring that the Society is run according to this constitution.
- (f) shall possess the casting vote in the event of a tie in a decision-making vote (as distinct from an election) at a Committee meeting or General Meeting of the Society.
- (g) shall deputise or direct other members of the Committee to deputise for vacant positions, should this become necessary.
- (h) shall liaise with COMUS to further alumnus integration.
- (i) shall be responsible for ensuring that risks arising during the execution of the Society's activities are appropriately identified and mitigated.
- (j) shall be responsible for informing the Union of any controls and provisions made to identify and mitigate risks to Society Members (to include the annual submission of a risk assessment).
- (k) shall be responsible for ensuring that all plays produced by the Society have assigned to them a PRODUCER, who shall be a Member of the Society responsible for the execution of the play (to include its financial aspects), and who shall be answerable to the Committee. This Producer must not also be the show's director, except in the case of simple plays if considered appropriate by the committee.
- (l) the authority to authorise publicity may be revoked or further devolved as the President sees fit.

CSP POLICY §83.1

HEALTH & SAFETY POLICY §26.3.4

51. THE VICE-PRESIDENT:

- (a) shall assist the President in the running of the Society.
- (b) shall deputise for the President in their absence.
- (c) may, at the President's discretion, be delegated authority by the President to authorise publicity.

PUBLICITY POLICY §4

52. THE TREASURER:

- (a) shall be, along with the President, financially responsible for the Society.
- (b) shall carry out the day-to-day financial duties of the Society.
- (c) shall maintain accounts describing the Society's finances, in accordance with accepted accounting rules and practices.
- (d) shall ensure that an appropriately-qualified person (usually the Producer) keeps appropriate accounts for every show produced by the Society.

CSP POLICY §83.1

- (e) shall inspect the budget for every show produced by the Society, and if they deem it to be acceptable, approve it.
- (f) shall be responsible for ensuring the long-term financial viability of the Society, by holding reserves or instigating other structural measures as may be necessary to safeguard the objectives of the Society.
- (g) shall be responsible for participating in the Union's annual budgeting process.

53. THE HONORARY SECRETARY:

- (a) shall be responsible for minuting all meetings of the Society and maintaining a public archive of such minutes.
- (b) shall be responsible for keeping records of the running of the Society and maintaining its archives in good order.
- (c) shall be responsible for communicating announcements to the membership of the Society and the Committee.
- (d) shall be responsible for ensuring that all documentation required by the CSP Policy, §83 are submitted as required.
- (e) may, at the President's discretion, be delegated authority by the President to authorise publicity. PUBLICITY POLICY §4

54. THE ACTING DIRECTOR:

- (a) shall have overall responsibility for the Society's acting, writing and directing activities.
- (b) shall have responsibility for the training of Members of the Society in fields relating to acting, to include the organisation of acting workshops.
- (c) shall be responsible for ensuring that a Director can be found for the Society's plays, deputising if necessary.
- (d) shall be responsible for the Society's representation at drama festivals as directed by the Committee.

55. THE TECHNICAL DIRECTOR:

- (a) shall have overall responsibility for the Society's technical activities.
- (b) shall have overall responsibility for the Society's equipment, including its management and safe usage. CSP EQUIPMENT POLICY §A3, §A5 & §B7
- (c) shall ensure that the Society maintains an appropriate level of technical capability, in terms of both equipment and personnel, to enable the Society to achieve its objectives.
- (d) shall be responsible for the creation, regular review, and enforcement of a code of practice for technicians covering aspects of safety procedure and working practice, to which all Members of the Society must adhere.

- (e) shall be responsible overall for the training of Members in all aspects of the Society's technical activities. CSP EQUIPMENT POLICY §A5.2 & §A5.3
- (f) shall ensure that all equipment is maintained and kept securely in good safe working order, and that records are kept of this maintenance and of the equipment owned by the Society. CSP EQUIPMENT POLICY §C
- (g) shall ensure that all equipment and storage is appropriately labelled. CSP EQUIPMENT POLICY §A7
- (h) shall be responsible for ensuring that a Production Manager is assigned to all external events, who shall be a Member of the Society answerable to the Committee for that event. An external event is one to which the Society contributes but which the Society does not principally control or fund.
- (i) shall ensure that appropriate records are kept and fees are lodged with the Treasurer when equipment is hired. CSP EQUIPMENT POLICY §A6
- (j) shall be responsible for the maintenance of the DramSoc Storeroom.
- (k) shall be responsible for liaising with the Union over the management, maintenance and upkeep of the Union Concert Hall.
- (l) shall represent the Society to the Union, College, other societies, and any other clients for all relevant matters as described above.
- (m) shall be assisted in these aims and responsibilities by the Lighting Director, the Sound Director and the Set, Props and Costumes Director as described below.

56. THE LIGHTING DIRECTOR:

- (a) shall have general responsibility for the Society's lighting equipment.
- (b) shall be responsible for the maintenance of the Society's lighting equipment.
- (c) shall be responsible for advising the Committee on the maintenance of an appropriate level of technical capability in the lighting department.
- (d) shall be responsible for the training of other Members of the Society in fields relating to lighting design and engineering.

57. THE SOUND DIRECTOR:

- (a) shall have general responsibility for the Society's sound equipment.
- (b) shall be responsible for the maintenance of the Society's sound equipment.
- (c) shall be responsible for advising the Committee on the maintenance of an appropriate level of technical capability in the sound department.

- (d) shall be responsible for the training of other Members of the Society in fields relating to sound design and engineering.

58. THE SET, PROPS AND COSTUMES DIRECTOR:

- (a) shall be responsible for the storage and upkeep of the Society's props, costumes, and items of set.
- (b) shall be responsible for the upkeep of the Society's prop, costume, and set storage spaces.
- (c) shall be responsible for the management and maintenance of all construction tools and instructing Members on their correct and safe use.
- (d) shall provide support, guidance and assistance to set, prop and costume designers for the Society's shows.
- (e) shall manage the hire of set, costumes and props to other Union bodies and to external parties.

59. THE PUB. OFFICER:

- (a) shall be responsible for ensuring that the Society and its activities are publicised to Members of the College.
- (b) shall be responsible for the design of the Society's publicity materials.
- (c) shall maintain a coherent and consistent brand image for the Society.
- (d) shall ensure that publicity is orchestrated for the Society's plays.
- (e) shall be responsible for maintaining the content of the Society's website.
- (f) shall be responsible for managing the Society's social media accounts.
- (g) shall be responsible for the production of Society merchandise.
- (h) shall ensure that photographs are taken and archived of every Society show, along with that show's publicity material.
- (i) may, at the President's discretion, be delegated authority by the President to authorise publicity.

PUBLICITY POLICY §4

60. THE SOCIAL SECRETARY:

- (a) shall be responsible for the organisation of social events to promote the cohesion and happiness of the Members of the Society.
- (b) shall provide compulsory fun.

61. THE SYSTEMS ADMINISTRATOR:

- (a) shall be responsible for the design, upkeep, security and maintenance of the computer systems and networks utilised in the day-to-day running of the Society, to include:
 - i. Servers
 - ii. Workstations
 - iii. Routers and switches
 - iv. E-Mail accounts
 - v. Mailing lists
 - vi. Domains and DNS records
 - vii. Printers
 - viii. Other information systems as may from time to time become necessary, as directed by the Committee.
- (b) shall assist the Pub. Officer in the maintenance of the website by providing them with the necessary tools to update it.

62. THE ORDINARY COMMITTEE MEMBER:

- (a) shall contribute to the running of the Society by assisting the Committee as appropriate.

General Meetings

- 63. The President may call General Meetings of the Society.
- 64. A general meeting must be called by the President at the behest of any one of:
 - (a) quorum of the Committee, or;
 - (b) a petition of ten or more Members made to the President in writing.
- 65. General meetings may only be called during undergraduate term time, and must take place on, or in close vicinity of, the South Kensington campus.
- 66. A General Meeting may not be called to start after 2100 or before 1200.
- 67. No fewer than ten College days' notice of a general meeting must be given in writing to Members of the Society.
- 68. Members may submit agenda for discussion at a general meeting to the Secretary no fewer than five College days before a general meeting. Any agendum so submitted must be proposed by a Member and seconded by at least two other Members.
- 69. The Secretary must promulgate the agenda for the General meeting to the Members of the Society in writing no fewer than four College days in advance of a general meeting.
- 70. The first agendum of any general meeting must be to accept or reject by vote the minutes of the previous general meeting, or to note any corrections as upheld by vote if necessary.

71. The Secretary or their delegated authority must record accurate minutes of the General meeting, which must be published in writing to the Members of the Society no greater than three College days subsequent to the meeting.
72. Any Member of the Society may submit an opinion on any agenda to the Secretary *in absentia*, which must be read out at the meeting by the Secretary in their stead.
73. All decisions are made exclusively by the voting membership of the Society.
74. Quorum shall be 50% + 1 of the full Members of the Society, who must be present in person or by appointed proxy.

BYE-LAWS §B11

Annual General Meeting

75. An Annual General Meeting (AGM) shall be called by the President during the Spring term.
76. The principal business of the AGM shall be:
 - (a) the presentation by each officer of their report of the preceding year.
 - (b) the election of the officers of the Society, to be conducted as a 'Minor Election' in accordance with §G of the By-laws.
77. The Committee shall appoint a Returning Officer for the election.
78. The Returning Officer:
 - (a) may not stand for election.
 - (b) may not vote in the election.
 - (c) must be a Member of the Union.
 - (d) must open nominations for the election no fewer than five College days in advance of the AGM.
 - (e) must provide a publicly accessible form for the nomination and seconding of candidates.
 - (f) must promulgate to all Members of the Society via the Secretary details of the arrangements for balloting, nomination and complaints no fewer than ten College days in advance of the AGM.
79. Only voting Members of the Society may cast votes in the election.
80. The vote to 'Re-Open Nominations' shall be represented by Myster Cat in each election.
81. Only Members who have been nominated by a Full Member of the Society and subsequently seconded by a different Full Member of the Society may stand for election.
82. The nominator or the seconder of any candidate may not be the same person as the nominee.

CSP POLICY §75 & §77

BYE-LAWS §G2

83. Candidates may be nominated and seconded at the AGM, so long as the above two conditions are satisfied.
84. Manifestos must be provided by all nominees, and may either be: BYE-LAWS §G14
- (a) written, and submitted in advance in accordance with a timetable determined by the returning officer, or
 - (b) spoken, and presented by each nominee at the AGM.

Tankards

85. The Society must maintain Officer Tankards for the following positions: TANKARDS POLICY
- (a) President
 - (b) Treasurer
 - (c) Technical Director
86. The Society may maintain other tankards, as so resolved upon by the Committee.

Constitution

87. This document serves as the constitution for the Imperial College Dramatic Society. BYE-LAWS §B6,
88. Changes to this constitution may be made solely at a quorate General Meeting of the Society by a 2/3 majority vote. CSP POLICY §81
89. This constitution shall be reviewed annually by the Committee. CSP POLICY §36
90. Any proposal to change this constitution must be made in writing to the Secretary as part of an agendum proposal for the General Meeting in question, who shall subsequently promulgate the proposed change as an addendum to the agendum according to the schedule set out above.
91. For the avoidance of doubt, since §B16 of the bye-laws requires any electronic vote taken as a consequence of and subsequent to an inquorate meeting to obtain only a simple majority to pass, changes to this constitution cannot be ratified via this mechanism, and nor can any other decision that requires a two-thirds majority.
92. This constitution is binding on the Society, the Committee, and its members.
93. This constitution must be published publicly, and provided in full to any Member of the Union who requests it.
94. All antecedent constitutions are hereby revoked.

Subjugation and Interpretation

95. This constitution shall be interpreted in accordance with the Law of England and Wales.

96. The Committee shall be the arbiter in any question regarding the interpretation of this constitution.
97. This constitution, and the Society, is bound by and defers to all superior bodies of the Union.
98. The operation of the Society and resolutions of the Committee shall be in accordance with the Union Constitution, Bye-Laws, and all and any resolutions adopted as policy by any superior body, including:
- (a) The CSP Policy
 - (b) The Equal Opportunities Policy
 - (c) Any resolutions or standing orders of the Arts and Entertainments Management Group
99. Nothing within this constitution shall be taken to conflict with any adopted Union Policy.
100. If any superior body of the Union adopts or has adopted policy which causes any term of this constitution to be invalidated, the remainder shall continue to be held valid notwithstanding.

CSP POLICY §33 & §36,

A&E STANDING ORDERS §3.2