

# Constitution for ICU Musical Theatre

## 1. Name

- 1.1 The club shall be a member of the Arts & Entertainments Committee.
- 1.2 The name of the Club shall be Musical Theatre, hereafter referred to as 'the club'.

## 2. Aims & Objectives

- 2.1 Society 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 The Society shall stage 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, Musical Theatre Society will store, maintain and improve the two current costume and equipment stores, providing permission to use this useful resource to anyone who should ask for it.

## 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 Equipment Coordinator
- 5.3 Junior Treasurer
- 5.4 Secretary
- 5.5 Publicity Manager
- 5.6 Webmaster
- 5.7 Social Officer
- 5.8 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 the Society in the Arts and Entertainments Management Group, be financially responsible for the Society, run the Society according to the Society constitution and code of conduct support the committee members in their roles and ensuring any responsibilities are undertaken when a committee member is indisposed. .
- 6.5 The Junior Treasurer shall carry out the day to day financial duties of the club including monitoring the Society's financial situation by means of Transaction Pages on the Union's eActivities website, the formulation and approval of a budget for any productions during the year, the administration of revenue and expenditure through the union's finance systems, 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..
- 6.6 The Vice President 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. 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..
- 6.7 The Secretary shall be responsible for keeping the club records in good order which includes the preparation of an agenda and the recording of minutes in all Society committee and general meetings, both of which items shall be made available after the meeting, the update of the membership regarding the activity of the society by way of regular email updates, the administration of the society email account and the regular observation of the account's inbox including informing any committee members of communications that require their attention. The Secretary shall also absorb the responsibilities of the newly void Equipment Officer. They will be the first point of contact for any queries or issues regarding the societies equipment. They will liase with Glendower School & the Union regarding any issues with the shared costume cupboard. They will also co-ordinate the borrowing or renting of any MTSoc equipment by other societies with the input of the President and Treasurer..
- 6.8 The Publicity Manager shall create a strong public presence for the society with the development and maintenance of promotional materials, including the production of posters and flyers to advertise any shows or events of the Society, ensuring that these materials are properly distributed to create a good public awareness within campus and around other possible markets, producing materials necessary for any show the Society produces such as programmes or tickets, coordinating with the Webmaster over the online promotion of the Society including providing digital files to further the advertisement campaign of the Society..
- 6.9 The Social Officer shall be tasked with the social events of the Society, making them accessible to all members, rather than those currently participating in a production, including organising events that are not rehearsals or the production of musical shows, arranging the purchase of food and drink for cast when late night rehearsals are arranged and organising any large-scale transactions with the union bar when necessary..
- 6.10 The Webmaster shall maintain the Musical Theatre Society Website (currently at the domain MTSoc.co.uk), the Society's Facebook group, and the Society's Twitter feed, 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..
- 6.11 The Equipment Coordinator shall shall.
- 6.12 The Vice President shall shall.
- 6.13 The President shall shall.
- 6.14 The Junior Treasurer shall shall.
- 6.15 The Secretary shall shall.
- 6.16 The Publicity Manager shall shall.
- 6.17 The Webmaster shall shall.
- 6.18 The Social Officer shall shall.
- 6.19 The Equipment Coordinator 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

## 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.

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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 Musical Theatre on 18/06/2015 by Harriet Campbell and Jonathan McNaught