**University of Exeter Students’ Guild Society Constitution**

**1.** **Name**

1.1. The name of the group shall be *Footlights,* hereafter referred to as ‘the group’.

1.2. The date this document was last updated was *05/07/2021*.

1.3. This Constitution may be amended by a two-thirds majority of those present and eligible to vote at an Annual General Meeting of the society

1.4. Any amendment is subject to ratification by Societies Council.

1.5. This Constitution does not supersede any Guild Byelaws.

**2.** **Aims and Objectives**

The Aims and Objectives define the purpose of the group.

2.1. *To produce theatrical productions of an extremely high, almost professional standard (2 full musicals plus at least 2 Spotlights shows per year). Shows selected to be performed are usually from Broadway or the West End and have an emphasis on singing and dancing.*

2.2. *To provide weekly Fitlights fitness sessions for all members, as well as at least 3 socials per term for all members (of which at least 1 does not involve alcohol).*

2.3. *To create and maintain an environment where all members feel welcomed, valued and encouraged to develop their talent (both performers and those who work offstage).*

**3.** **Membership**

3.1. Membership of the group shall be open to all members of The Guild in accordance with The Guild’s Byelaws.

3.2. All members are required to register or pay a membership fee for the year. The group committee will set the membership fee(s) annually.

3.3. Anyone who is not a full-member of the Students’ Guild must purchase an associate membership before joining the group.

**4.** **Committee**

4.1. The group should have a committee consisting of officers in the following mandatory positions. These committee members shall be elected by the group’s membership as per section 8.

4.1.1. President

4.1.2. Treasurer

4.1.3. Company Technical Manager

4.2. Additional roles are:

4.2.1. *Company Welfare Officer*

4.2.2. *Company Musical Supervisor*

4.2.3. *Marketing Manager*

4.2.4. *Social and General Secretary*

4.2.5. *Northcott Producer*

4.2.6. *Spotlights Producer*

4.3. All committee members shall attend committee training.

4.4. All committee members shall complete the Student Committee Agreement.

4.5. Any new roles to the committee shall only be added with the consent of the Membership at an Annual General Meeting or Extraordinary General Meeting. Minutes will be required by Activities for verification.

4.6. The role of the committee is to manage all aspects of the group’s administration and activity. The committee shall not work autonomously. Planning activities, buying equipment and administering other group matters should be done in accordance with the wishes of group members and guidance of the Activities team.

4.7. The committee has a joint responsibility to ensure that all information is effectively communicated both within the group to its members, and to Guild staff.

4.8. The committee will ensure that the society, their roles and the activities of the society are open and inclusive to all Members and will proactively seek to enhance opportunities for all.

**5.** **Committee Roles**

5.1. President:

5.1.1. The President shall be the principal officer and spokesperson for the society and the chairperson of committee meetings, the AGM and EGMs.

5.1.2. The President shall attend meetings with their elected representative officer, as the representative of the society.

5.1.3. They shall have overall responsibility for the promotion and development of the society, with the support of the Marketing Manager.

5.1.4. Ensure that the group does not contravene The Guild’s Byelaws or any guidelines or policy of the Activities team.

5.1.5. They shall have the responsibility to write and sign off financial forms of the society, with the support of the Treasurer.

5.1.6. The President has the overall responsibility to respond to communication from the Activities Team.

5.1.7. They shall act as Production Supervisor for all Society shows, supporting the Producers and Production Managers with their roles and ensuring the shows are meeting Footlights standards and upholding society values.

5.1.8. They shall support the Company Welfare Officer and Producers in dealing with any wellbeing issues arising during the show processes.

5.1.9. They are responsible for maintaining relationships between the Society and the rest of the Theatre at Exeter community, acting as a voice and representative for the Society at presidential meetings.

5.2. Treasurer:

5.2.1. The Treasurer shall be the chief financial officer and accountant for the society.

5.2.2. The Treasurer shall attend meetings with their elected representative officer, as the representative of the society.

5.2.3. The Treasurer shall set and oversee the production of all general and show-related budgets and present a financial report to all members at the AGM.

5.2.4. They shall ensure that all members have purchased membership.

5.2.5. They shall have the responsibility to write and sign off financial forms of the society.

5.2.6. The Treasurer shall ensure the Committee and other relevant members are informed of the financial claims system.

5.2.7. They shall closely supervise and support the show Producers with budgeting, grant applications and other financial decisions.

5.2.8. They shall act as Fundraising Supervisor for all Society shows, assisting with the setting and achievement of fundraising targets and being an active member of the team.

5.3. Company Technical Manager:

5.3.1. The Company Technical Manager shall be responsible for overseeing the running of all Stage and Technical elements within the Society.

5.3.2. They shall represent the Stage and Technical teams for all Society shows, ensuring these members have a voice on Committee and elsewhere.

5.3.3. Advise the Committee on technical issues, ensuring all decisions made are feasible.

5.3.4. Assist show Producers and Production Managers to ensure Society shows have full production teams alongside adequate technical provisions.

5.3.5. They shall be responsible for overseeing and enabling rehearsals, ensuring that a rehearsal schedule and adequate rehearsal spaces are sourced and maintained.

5.3.6. Ensure that the creative vision of Society shows are communicated clearly to production teams and proposed as realistic and effective goals.

5.3.7. They will be responsible for liaising with other groups within the Theatre at Exeter community to ensure effective partnerships within the Stage and Technical areas.

5.4. Company Welfare Officer:

5.4.1. The Company Welfare Officer shall be responsible for wellbeing and inclusivity, ensuring all members have a healthy, happy and manageable experience as part of the Society.

5.4.2. Take a proactive role in reminding members of wellbeing and support services offered by the University, signposting individuals to these when support outside the Society is needed.

5.4.3. They shall be responsible for overseeing and developing achievable wellbeing and inclusivity goals alongside the Committee.

5.4.4. Encourage openness and communication from Society members, normalising mental health within the Society and supporting the Committee and Creative Teams to adapt show processes to members’ wellbeing needs.

5.4.5. They shall act as a direct voice for casts, creative teams, the Committee, production teams and the bands, ensuring all members are being supported and listened to.

5.5. Company Musical Supervisor:

5.5.1. The Company Musical Supervisor shall be responsible for overseeing the running of all music-related elements within the Society.

5.5.2. Assist the Musical Directors and Band Directors for the production processes of all Society shows.

5.5.3. They shall be responsible for overseeing finding and auditioning musicians for Society shows.

5.5.4. Arrange orchestral music when required.

5.5.5. They shall be responsible for communication and relations between the Society and Exeter University Music Societies.

5.5.6. Assist the Treasurer with funding applications which involve music equipment and development.

5.6. Marketing Manager:

5.6.1. The Marketing Manager shall be responsible for how the Society is presented to University students and the general public.

5.6.2. They shall manage all social media accounts for the Society, ensuring new content is being generated to a regular schedule.

5.6.3. They shall be responsible for the organisation of physical and digital marketing campaigns for Freshers’ Week.

5.6.4. They shall act as Publicity Supervisor for all Society shows, assisting with the setting and keeping of publicity deadlines and being an active member of the team.

5.6.5. The Marketing Manager shall be responsible for the organisation, design and provision of general stash for Society members and Committee.

5.6.6. Create designs for posters, graphics, banners, flyers and logos where required.

5.6.7. They shall act as the link between publicity teams, creative teams and the Committee, ensuring strong communication throughout these areas.

5.7. Social and General Secretary:

5.7.1. The Social and General Secretary shall take minutes of all meetings.

5.7.2. Keep an up-to-date inventory of equipment owned by the group.

5.7.3. They shall be responsible for response to any external mail sent to the society.

5.7.4. They shall be responsible for communications to the membership through weekly newsletters.

5.7.5. Shall be responsible for booking any Guild or university rooms for general Society activities.

5.7.6. They shall be responsible for creating, pitching and organising ideas for social opportunities within the Society.

5.7.7. They shall liaise with event venues and the Treasurer to ensure events are logistically and financially viable for the Society.

5.7.8. They shall be responsible for recruiting and supporting social secretaries for Society shows, informing the Committee of social ideas for approval.

5.8. Northcott Producer:

5.8.1. The Northcott Producer shall be responsible for leading and managing the Northcott show Company, including the creative team.

5.8.2. They will be responsible for calling and running regular creative team meetings throughout the show process.

5.8.3. Liaise with the rights company associated with the chosen show.

5.8.4. Source a production team and directly oversee the Publicity and Fundraising elements of the show.

5.8.5. They will oversee the rehearsal process to ensure that the show is developing in line with the aims of the creative team.

5.8.6. They will develop a budget for the show alongside the Treasurer, and be responsible for ensuring these budgets are worked to, reviewing and approving expenditure throughout the process.

5.8.7. Liaise with the venue on issues such as ticket sales, and act at the front-of-house manager.

5.8.8. They will be responsible for representing the Northcott production as part of the Committee, ensuring the Committee is constantly informed about the show’s progress, and utilising them as a support network.

5.8.9. They will be responsible for closing the show in its entirety after closing night, rounding up finances, logistics, and ensuring all materials used in the production are recycled or stored.

5.9. Spotlights Producer:

5.9.1. The Spotlights Producer shall be responsible for leading and managing the Spotlights Company, including the Creative Team.

5.9.2. Ensure the Spotlights vocals, choreography and band operate together to create a cohesive show and experience.

5.9.3. Manage and oversee the show rehearsal processes, ensuring that a healthy, fun atmosphere is maintained whilst the shows develop in line with the overall creative vision.

5.9.4. Liaise with the Students’ Guild and other societies as the representative for the Spotlights Company and shows.

5.9.5. The Spotlights Producer is responsible for coordinating the creation and design of the shows’ marketing, overseeing a publicity team.

5.9.6. They will be a key point of contact for all members of the Company, handling wellbeing issues with the support of the Company Welfare Officer.

5.9.7. They will be responsible for representing the Spotlights Company and shows as part of the Committee, ensuring the Committee is constantly informed about the shows’ progress, and utilising them as a support network.

5.9.8. Take on administrative tasks within the show processes, including scheduling, writing show descriptions, and applying for grants.

**6.** **Finance**

6.1. The group’s finances shall be administered by The Guild, on behalf of the group’s members. Such funds will be held in trust by The Guild on behalf of the group and shall not be used for purposes other than the group’s aims and objectives.

6.2. All funds shall be used to benefit the largest number of members possible at all times.

6.3. Where the group is dormant, The Guild will hold funds in trust until a time when the group becomes active again or is disaffiliated from the Students’ Guild.

6.4. The group shall follow all Guild financial guidelines, and shall ensure that all monies are handled through the respective Guild accounts.

6.5. The committee can endeavour to secure external sponsorship for the group. Any sponsorship agreement must be approved by the Activities team prior to the signing of an agreement or money being received.

6.6. Any equipment or other items purchased by the group using group funds shall remain property of The Guild.

**7.** **Safety**

7.1. The group will follow all guidelines and policies laid down by the Activities Team and The Guild.

7.2. The committee must complete their due diligence by risk-assessing all events and activities organised by them in line with Guild procedures.

7.3. All events undertaken by the group must be submitted to and approved by the Activities Team within the stated deadlines.

**8.** **Elections**

8.1. All the Executive Committee shall be elected. Voting shall be by single transferable vote and secret ballot, using the online election system provided by the Guild.

8.2. All full members of the society may stand for election in both executive and non-executive committee (sub-committee) positions.

8.3. Associate members may not stand or vote for executive committee positions.

8.4. No committee members will serve for longer than one year without re-election.

8.5. Members should be given at least two weeks’ notice of any election.

8.6. The group may hold by-elections at any point during the year if a position becomes vacant. The by-election may either be held at an Extraordinary General Meeting or online via The Guild website.

8.7. By-elections shall follow the same regulations as regular elections.

**9.** **Meetings**

9.1. Committee Meetings

9.1.1. Committees shall hold regular minuted meetings.

9.1.2. Quoracy of Committee meetings shall be 50% of the executive committee plus one.

9.1.3. Any member of the group is entitled to attend any committee meeting, unless it is a closed meeting

9.2. Annual General Meeting

9.2.1. The group will hold an AGM before the end of Term 3, during which the following will take place:

9.2.1.1. each committee member will deliver an outgoing report of the year.

9.2.1.2. the treasurer will present a report of the financial accounts

9.2.1.3. any constitutional amendments will be voted on

9.2.2. All members must be given at least two weeks’ notice of this meeting.

9.3. Extraordinary General Meetings

9.3.1. An Extraordinary General Meeting (EGM) for a group may be requested by the committee or at least 10% of the group’s membership.

9.3.2. There must be a notice period of at least 24 hours before the EGM and all members of the group must be informed.

9.4. Quoracy of an AGM or an EGM will be 20% of the group’s membership.