

The University of Birmingham

Guild Musical Theatre Group

Constitution

1. Designation

- 1.1 The name of the society shall be “Guild Musical Theatre Group” which may be abbreviated to “GMTG” and is herein after referred to as “the Society”.
- 1.2 The name of the society shall be prefixed with “The University of Birmingham” when used outside of the university.
- 1.3 Guild Musical Theatre Group may hereafter be referred to as “we”, “us”, “the Society” or “GMTG”. The University of Birmingham Guild of Students may hereafter be referred to as “the Guild of Students” or “the Guild”. The University of Birmingham may hereafter be referred to as “the University”. The Committee of GMTG may hereafter be referred to as “the Committee”.

2. Address, Telephone and Online Communications

- 2.1 The address for all correspondence shall be:
Guild Musical Theatre Group
Student Development
The University of Birmingham Guild of Students
Edgbaston Park road
Birmingham
B15 2TU
- 2.2 The telephone number shall be 0121 251 2424, the number used to contact the Guild of Students, where messages can be left for the attention of the Society officials.
- 2.3 The Society shall maintain contact via email with the Guild of Students through the email address gmtg@guild.bham.ac.uk or via the website (outlined in 3.1).

3. Online Presence

- 3.1 The Society shall maintain a constant online presence through use of a website at the address <http://www.gmtg.org>. This site shall be updated regularly to reflect the most recent information about the society and its activities.

4. Interpretation

- 4.1 This constitution must be interpreted in good faith, at all times, in order to be in agreement with the constitution of the Guild of Students. Queries regarding interpretation should be referred to the Vice-President Student Activities and Development, who shall refer the matter to the Guild Executive, Student Activities Executive or Guild Council if appropriate.

5. Objectives of the Society

- 5.1 The objectives of the society shall be:
- 5.1.1 To produce musical theatre performances as part of the varied programme of theatre produced and performed at the Guild of Students by student societies, done in accordance with the details specified in Appendix A Section 1.
 - 5.1.2 To maintain a series of workshops open to all full Society members on the various disciplines of musical theatre as specified in Appendix A Section 2.
 - 5.1.3 To arrange visits to musical theatre productions and other events of such interest to Society members from time to time within and without the City of Birmingham as specified in Appendix A Section 3.
 - 5.1.4 To maintain an active social agenda for members irrespective of theatrical ability or involvement with productions.
 - 5.1.5 To foster appreciation and involvement of musical theatre by all members of the university, and to encourage participation by members of outside universities as long as such actions are not to the detriment of the society members within the University.
 - 5.1.6 To support the development of theatre and performance within the university such as may be within the Society's power and so long as such actions are in the interests of Society members.
 - 5.1.7 To maintain full and open communication with Society members, the Guild, the University and members of the public.
 - 5.1.8 To maintain positive relationships with other student groups, Guild departments, university bodies and other external organisations as is required to fulfil this brief.
- 5.2 All activities of the society must be related to these objectives.

6. Membership

- 6.1 Membership of the society shall be open to Full, Associate, Life and, at the discretion of Guild Council, External Members subject to:
- 6.1.1 Specific exemptions as provided in the Guild By-laws
 - 6.1.2 The discretion of the Executive Committee where it is believed that admission to membership may result in the Society's disrepute. Such a decision is subject to appeal at Guild Council.
- 6.2 Membership of the Guild Society shall itself not be deemed to confirm membership of the Guild or any of the privileges pertaining thereto.
- 6.3 Membership of the Society shall be divided into the following categories:
- Ordinary Membership
 - Associate Membership
 - Life (honourary) Membership
- 6.4 The Society shall be open to membership from students of other universities, subject to acceptance as a member of the Guild, assuming no reservations by Guild Council or Executive, and at the discretion of the Committee.
- 6.5 Life (honourary) Membership may be awarded to any society member who in the view of their peers has gone above and beyond their stated duty within GMTG. This is detailed in appendix C.

7. Subscriptions

- 7.1 The subscription for memberships shall be paid for by each member on an annual basis at the rate described below:
- Ordinary / Associate Members: £4
- 7.2 The subscription charge may be revised following committee decision and Guild Council approval in line with guidelines for the charging of members by Standing Societies as issued by the Guild.

8. Officers of the Society

- 8.1 The Senior Officers of the Society shall be:
- 8.1.1 President
 - 8.1.2 Secretary
 - 8.1.3 Treasurer
- 8.2 The Supporting Officers of the Society shall be:
- 8.2.1 Social Secretary
 - 8.2.2 Workshop Co-ordinator
 - 8.2.3 Marketing and Communications Officer
 - 8.2.4 Development and Opportunities Officer
 - 8.2.5 Music Department Liaison Officer
- 8.3 There may also be an Honorary President, following a Committee decision.
- 8.4 The Vice-President Student Activities and Development (VPSAD) is an ex officio member of the committee.
- 8.5 For reasons of operational effectiveness, the position of Musical Supervisor shall be restricted to those members who are pursuing a course in Music, be it joint or single honours, undergraduate or postgraduate.
- 8.6 Associate, External and Life Members, as specified elsewhere in Guild by-laws, may participate in the activities of the Guild society but may not run for or hold office, nor may society members in their final year of study.
- 8.7 The Senior Officers, Supporting Officers, VPSAD and Honorary President shall form the Committee of the Society.
- 8.8 The Committee (excluding the VPSAD) shall meet whenever society business requires it, but at least three times per University term.
- 8.9 The Committee shall be responsible for the running and the proper management of the Society.
- 8.10 Upon election to office, all Officers will assume the responsibility for all matters relevant to their elected post and Officer status, including all business undertaken by their respective predecessors.
- 8.11 If any vacancies occur in the membership of the Committee during its term of office, they shall be democratically filled as soon as is convenient.
- 8.12 Supporting Officer positions may be shared by two people, if deemed necessary and beneficial by the Committee.

9. Duties of the Senior Officers

- 9.1 To ensure their correct contact details are held by the Student Development Counter.
- 9.2 To ensure the Society accounts do not become overdrawn without written authorisation from the VPSAD.
- 9.3 To be personally liable to the Guild for any debts owed by the Society to the Guild
- 9.4 To be responsible for the financial affairs of the Society.

- 9.5 To uphold the articles contained in this constitution.
- 9.6 To uphold the articles contained in the constitution of the Guild of Students.
- 9.7 To represent the Society at Guild Council and other official meetings.
- 9.8 To transparently and openly conduct all their affairs in a fashion which can be seen to benefit the society and its members.
- 9.9 To attend Guild Committee training.
- 9.10 To ensure no other bank account exists for the Society outside of the Guild Finance Office and that none will be opened.
- 9.11 To ensure that upon election of a new Committee, a proper handover takes place.

10. Duties of the President

- 10.1 To lead and co-ordinate the committee.
- 10.2 To represent the Society at General Meetings.
- 10.3 To chair the Annual General Meeting and any Extraordinary General Meetings.
- 10.4 To liaise with the VPSAD and other Guild representatives where necessary and appropriate.
- 10.5 To oversee and consent to alterations in authorised signatories and constitutional amendments.
- 10.6 To take the ultimate decision in cases where a vote is split.
- 10.7 To represent the Society to other societies within the Guild and at other universities, and to lead initiatives to create, improve and maintain positive relationships with societies, businesses and individuals within and without the Guild and University.
- 10.8 To create new initiatives to improve the Society's position and reputation within the Guild and to improve services to Society members.
- 10.9 To oversee and assist in the duties of the other officers, make certain that such duties are being carried out fully and satisfactorily, and to take measures to rectify any problems with any committee member.
- 10.10 To call meetings whenever necessitated.
- 10.11 To hold the ultimate responsibility for the actions of the Committee and of the Society, and to represent the Society to the Guild and ensure the society complies with all appropriate rules and requirements relating to the society's events.
- 10.12 To oversee the development of the current production and to assist the production team as necessary.
- 10.13 To represent the Society at Guild Council and attend Guild Councillor training.
- 10.14 Update and maintain their president@gmtg.org email address and use this for all electronic communications related to the society.

11. Duties of the Secretary

- 11.1 To arrange Committee and Society meetings as called by the President.
- 11.2 To take minutes of the Annual General Meeting, other Committee meetings and any other meeting as necessary, and to archive such minutes for the Society.
- 11.3 To maintain and provide membership lists for the Society.
- 11.4 To provide the VPSAD or other Guild official such information about the society as may be required from time to time.
- 11.5 To deputise in the absence of the President
- 11.6 To notify the VPSAD of the names of the Senior Officers elected within 10 days of the Annual General Meeting, and of any other officers elected through by-election.

- 11.7 To assist in the duties of the other officers as may be necessary and to alert the President of any important issues regarding conduct or performance of another officer.
- 11.8 To maintain an inventory of all equipment and material, and to ensure that all material is stored safely and tested if necessary, and that Student Development is supplied with a copy of this list for insurance purposes.
- 11.9 To ensure that the GMTG Store Room in the Guild is kept in a safe, clean and tidy state.
- 11.10 To ensure that all events, committee decisions and other business is communicated to members and if necessary, the Guild.
- 11.11 To keep the authorised signatory list for the GMTG Store Room up to date.
- 11.12 To assume the powers and responsibilities of the President for any time as they are under disciplinary proceedings, forcefully removed from office, or on a prolonged leave of absence, pending a democratic election of a new President.
- 11.13 To read all communications received to the society's general methods of contact, and to act on them if necessary in consultation with the Committee.
- 11.14 To ensure that the Constitution is up to date and that any amendments are approved by Guild Council. This includes the list of Life Members (Appendix D) and the list of Constitutional Amendments (Appendix E), although these two Appendices need not be passed through Guild Council.
- 11.15 Update and maintain their secretary@gmtg.org email address and use this for all electronic communications related to the society.

12. Duties of the Treasurer

- 12.1 To ensure that the Student Development Department receives full details of the Society's Senior Officers within 10 days of the Annual General Meeting or by-election.
- 12.2 To provide the committee with regular reports on the Society's financial status.
- 12.3 To liaise directly with the Student Development Department so as to maintain and update the society's accounts.
- 12.4 To keep full records of every transaction independently of the Guild Finance Office, and to ensure that such records are archived for the Society.
- 12.5 To advise the committee on the financial implications of all decisions discussed
- 12.6 To prepare a grant application requesting financial assistance from the Guild and to submit this application by the require deadline.
- 12.7 To attend any training necessary.
- 12.8 To chair any Ordinary Committee Meeting in the absence of the President and Secretary.
- 12.9 To assist and oversee the Producer of the current production in budgeting, planning and administration of finances related to the production, and to oversee all income and expenditure.
- 12.10 To authorise and be aware of every expenditure from the accounts.
- 12.11 To carry out a full audit of the accounts from each production, and report to the committee.
- 12.12 Update and maintain their treasurer@gmtg.org email address and use this for all electronic communications related to the society.

13. Duties of the Social Secretary

- 13.1 To ensure an active social schedule of events for the Society's members, in line with inclusive Guild policy.
- 13.2 To arrange events regularly suitable for all members, irrespective of their involvement in a production.
- 13.3 To liaise with outside companies in order to arrange special deals in relation to tickets, travel, drinks, and so forth, at events.
- 13.4 To ensure that all events are suitable for all members, and to be aware of what events are most popular amongst members.
- 13.5 To take responsibility for arranging all theatre trips.
- 13.6 To liaise with the current production team in order to assist in the arranging of intra-production social events, overseeing the events calendar for the society avoiding clashes.
- 13.7 To attend as many social events for the society as reasonably possible.
- 13.8 To ensure such events are managed so as not to lose money, except as deemed necessary by the Committee.
- 13.9 To ensure that such events are publicised in good time amongst the society and outside.
- 13.10 To ensure that full and complete Risk Assessments and, where necessary, Public Speaker forms have been submitted for each event.
- 13.11 To report back to the committee following any events, to ensure future events can be run more efficiently if necessary.
- 13.12 Update and maintain their socials@gmtg.org email address and use this for all electronic communications related to the society.

14. Duties of the Workshop Co-ordinator

- 14.1 To arrange a programme of workshops for members, concentrating on the skills involved in musical theatre.
- 14.2 To make an active effort to utilise the skills already found within the society and GMTG alumni.
- 14.3 To ensure that the programme addresses the most desired areas of learning amongst members, and takes place throughout the entire academic year.
- 14.4 To ensure that all events are publicised in good time amongst the society and outside.
- 14.5 To ensure that each workshop has been fully and properly risk assessed and any other relevant paperwork has been completed and approved.
- 14.6 Update and maintain their workshops@gmtg.org email address and use this for all electronic communications related to the society.

15. Duties of the Marketing and Communications Officer

- 15.1 To be responsible for all Society representation with public bodies including but not limited to newspapers, magazines, radio, television, and websites.
- 15.2 To liaise with Guild bodies such as Redbrick, GTV and Burnfm.com in order to promote the Society and / or its productions and events.
- 15.3 To create a marketing strategy for the academic year for which the person is elected, and to create and communicate to the Committee a long-term vision for Society representation amongst students and non-students.

- 15.4 To assist in the creation of marketing material, such as posters, flyers, and so forth, for the current production, and to assist the production Producer in preparing letters, press releases, marketing strategies, and so forth.
- 15.5 To ensure that all members are informed in good time of all events and decisions concerning them, and to be fully versed in the usage of mass-mailing email systems.
- 15.6 To be responsible for the overall image of the Society within the Guild and outside, including such areas as branding, title, and affiliations.
- 15.7 To proof and approve all external print and promotional materials to ensure the image of the society is professional and consistent.
- 15.8 To ensure that all press releases and public communications are authorised by the Guild Marketing and Communications Department.
- 15.9 Maintain the society website, www.gmtg.org, carrying out all appropriate administration required to ensure webspace is paid for, server space is managed and email addresses are supplied when appropriate.
- 15.10 Ensure website content is up to date, appropriate and in compliance with relevant Guild guidelines. If necessary delegating content management to another society or committee member.
- 15.11 Oversee the production and distribution of society email communications, to member, audience and alumni mailing lists, where appropriate, ensuring data protection is respected and society members are not over-contacted.
- 15.12 Update and maintain their marketing@gmtg.org email address and use this for all electronic communications related to the society.

16. Duties of the Development and Opportunities Officer

- 16.1 To oversee the development of the Society's aims and objectives through investigating opportunities beyond that of the Society's main brief.
- 16.2 Engage with external opportunities for GMTG to undertake, which will develop the Society.
- 16.3 Upon identifying a project, prepare a sufficient development plan and present it to the committee for approval and execution.
- 16.4 Update and maintain their development@gmtg.org email address and use this for all electronic communications related to the society.

17. Duties of the Music Liaison Officer

- 17.1 To oversee the Musical Director and current production teams management of the musical requirements of the current production.
- 17.2 To assist the Musical Director and Producer in sourcing any equipment required and to advise the current production team of all obligations and implications when renting or borrowing equipment belonging to the department.
- 17.3 To assist in communicating to the Music Department and the University Music Society (UMS) of production dates and musician requirements in order to avoid problems with rehearsals or performances for musicians.
- 17.4 To use their connections and influence within the department to keep the reputation of the Society in good standing, and to communicate any complaints, questions or queries originating from the department or its members to the Committee with all due haste.
- 17.5 Update and maintain their musicliaison@gmtg.org email address and use this for all electronic communications related to the society.

19. Disciplinary Proceedings

- 19.1 If an Officer of the Society breaches the rules of the Society or of the Guild, or acts contrary to their mandate as an Officer of the Society, or directly contravenes any clause of this Society, then they shall be deemed to have abused their position and shall become eligible for disciplinary proceedings.
- 19.2 Each member of the Committee shall have one vote in initial disciplinary proceedings. In cases where votes are split, the Senior Officers shall make the final decision. If no decision can be made, then clause 10.6 shall come into effect.
- 19.3 For minor infractions, the Committee may censure the Officer. It shall be noted that the Officer was censured in the records of the Society and no further action shall be taken. A censure can only pass by an absolute majority of Committee members, subject to clause 10.6. If an Officer is censured three times, then there shall automatically follow a vote of no confidence.
- 19.4 For major infractions, or if an Officer has received three censures, a vote of office shall take place. In this case, the members of the Committee shall vote on whether to remove the member from office. In order to remove an Officer, the Committee must decide by 2/3 majority to remove the Officer from their position. The Secretary (or other Senior Officer) shall then communicate this decision to the VPSAD with all urgency in order that the Guild may ratify such decisions.
- 19.5 If an Officer, having received three censures, is not voted from office, or being voted from office, is reinstated by the Guild Council, then the censures they have been issued with shall remain in force.
- 19.6 The Officer under the power of disciplinary proceedings shall not be allowed to vote on the action taken.
- 19.7 If the President is under disciplinary proceedings, then the Secretary shall assume their position for the duration of the proceedings, including the power to cast the deciding vote as specified in clause 11.12. Similarly, they shall wield these powers in the case of an appeal by the President.
- 19.8 If any Officer, being censured or removed from office, wishes to appeal the decision, then they shall have the right to do so assuming they make a formal declaration of their appeal in writing to the Society and the Guild within seven days of the decision being taken.
 - 19.8.1 On appeal, the Officer shall be allowed to make their case to the Senior Officers of the Committee and the VPSAD, with at least one independent observer present. The appeal from the Officer shall not last more than ten minutes in length.
 - 19.8.2 The VPSAD shall carry authority equal to that of the Senior Officers.
 - 19.8.3 Following questions and a closed discussion by the Committee and VPSAD, the Officer shall be immediately informed of the outcome.
- 19.9 If the Officer is not satisfied with the outcome of the appeal detailed in clause 19.8, then they shall have the right to appeal to Guild Council. The process for such appeals is detailed within the Guild Constitution and By-laws. The Society President (or if the President is the Officer appealing, the Secretary) shall represent the Society to the Council.
- 19.10 Any member of the current production team (Director, Producer, Choreographer, Musical Director [or Orchestral Director & Vocal Director]), being vested with

- power and responsibility by the Committee and the Society's members, shall be subject to disciplinary proceedings similar to those detailed above. Since they are not Officers of the Society, they shall not be subject to clause 19.8, and may appeal only to Guild Council.
- 19.11 Any member of the Society may have their membership rescinded and they're rejoining barred if they break the laws of the Society, the Guild, or the land, or if they bring disrepute upon the Society or the Guild.
 19.11.1 Such actions shall be decided by a simple majority of the committee. Appeals may be made to Guild Council only.
- 19.12 Examples of minor and major infractions for Officers may be found in Appendix B.
- 19.13 Officers shall consider all votes of censure, office and appeals in good, true and independent faith. If any Officer has an interest in the proceedings, they must declare it immediately and withdraw from the process if deemed necessary by the remaining Senior Officers.
 19.13.1 If an officer fails to declare an interest which is later made apparent, they shall have committed a minor infraction.

20. Complaints Procedure

- 20.1 Should any member have any complaint or grievance regarding any other member, they should explain such grievance to the Senior Officers.
 20.1.1 If such grievance is in relation to an Officer of the Committee, they shall have the right to make such complaint to the Committee without the Officer present.
- 20.2 The member making the complaint shall have the right to have a friend or other individual with them at any time in the room where the complaint is being discussed. This individual may not contribute to proceedings directly, and is allowed access for the basis of personal support for the member.
- 20.3 The member making the complaint and the member who is the subject of the investigation shall be involved separately in the proceedings whilst the Committee makes its investigations, and shall be present together for the judgement only.
- 20.4 Officers shall consider all complaints in good, true and independent faith. If any Officer has an interest in the proceedings, they must declare it immediately and withdraw from the process if deemed necessary by the remaining Senior Officers.
 20.4.1 If an officer fails to declare an interest which is later made apparent, they shall have committed a minor infraction.
- 20.5 The Officers of the Society shall discuss the complaint and decide whether the complaint is valid and if so, what action shall be taken.
 20.5.1 The Officers of the Society shall have the power to make informal or formal warnings, censure members, strip production team and Committee members of their office, remove members from involvement in a production or other Society event and strip the member of their membership of the Society.
 20.5.2 If the action taken is to remove a member from a position of authority in the Committee or Production Team, or to remove the member from the Society or Society event, such actions must be decided by a 2:1 vote majority.
 20.5.3 The action shall be communicated to the member making the complaint and the member who is the subject of the investigation with all due haste.

- 20.6 If the member making such complaint is not satisfied with the decision made, they shall have the right to appeal to the VPSAD, Student Activities Executive and/or Guild Council. The President shall represent the Society in all cases.
 - 20.6.1 If the President is making the complaint, the Society shall be represented by the Secretary.
- 20.7 Guild Council shall stand as the ultimate authority on all complaints and decisions taken.

21. Vote of No Confidence

- 21.1 There shall exist a process whereby any Officer of the Society may be removed absolutely from office. This shall be the Vote of No Confidence.
- 21.2 In order for a Vote of No Confidence to be called, at least half the Officers of the Committee, including at least one Senior Officer, must sign a Declaration of No Confidence in the Officer.
 - 21.2.1 A Declaration of No Confidence may also be considered valid if signed by 65% of the Society members.
 - 21.2.1.1 If the Declaration covers the entire committee, then it shall be submitted to the VPSAD, who shall decide whether a re-election shall be held.
 - 21.2.2 The signatories of the Declaration of No Confidence shall be kept in absolute and strict confidence by the President or acting Senior Officer, and it shall be destroyed once proceedings close.
- 21.3 Once a declaration has been received by the President or acting Senior Officer, an Extraordinary General Meeting shall be called. All members of the society shall have one vote.
 - 21.3.1 The Officer who is being voted upon shall be given ten minutes to outline their case against dismissal. A representative of the Committee and / or Society Membership shall have an equal amount of time to outline the case in favour of dismissal.
- 21.4 In order for an Officer to be dismissed, there must be an absolute majority in favour of such action.
- 21.5 Once an Officer has been dismissed via a Vote of No Confidence, the President or acting Senior Officer shall inform the Guild of the decision.
- 21.6 If an Officer is not dismissed, a new Vote may not be called on the Officer within a period of four months.
- 21.7 Appeals shall follow the course set out in clause 19.8.

22. Committee Meeting Procedure

- 22.1 The Society President shall call a Committee meeting at their discretion or the request of any two members of the Committee.
- 22.2 Every Society Committee member shall be given at least four days notice of an ordinary meeting.
- 22.3 In case of an emergency, an Emergency Meeting may be held provided that reasonable notice has been given to every member of the Committee.
- 22.4 Every Society member shall have the right to attend and speak at Committee meetings so long as sufficient notice is given to one of the Senior Officers and the matter in concern has not previously been discussed and resolved by the committee.

- 22.5 The only exception to the right of a member to attend and speak at Society meetings shall be when the meeting is discussing reserved business, in which case only voting members of the Society Committee may be present unless the meeting decides otherwise.
- 22.6 In the case of serious reserved business, a member of the Guild Independent Chairpersons Committee shall attend the meeting.
- 22.7 Members ex officio of a Society Committee shall be entitled to send a nominee to any Society meeting, who shall have the same voting rights as the member ex officio would have been entitled to.
- 22.8 Members of a Society Committee who are not members ex officio may not send a nominee on their behalf.

23. Annual General Meeting

- 23.1 There shall be an Annual General Meeting at which the Officers shall be elected for the forthcoming year. Reasonable notice of such a meeting shall be given to all members of the Society and the Vice President Student Activities and Development. Notice of constitutional amendments shall be given not more than seven working days after publication.
- 23.2 The election of the Officers shall be carried out in a democratic manner in line with Constitutional guidelines, as noted in section 8 above.
- 23.3 The Senior Officers of the Society must be Full Members of the Guild.
- 23.4 The Annual General Meeting shall be held in the final (summer) term. The date shall be decided by the current committee.
- 23.5 Amendments to the Society Constitution, as may be approved by the Annual General Meeting, shall not take effect until approved by Guild Council.
- 23.6 All those wishing to stand for election to the Committee must submit their nominations to the incumbent Committee by the set closing date, which shall be not later than two days before the date of the meeting.
- 23.7 The Committee shall arrange for manifestos and personal details to be circulated amongst members once the closing date has passed.
- 23.8 Voting shall follow the following order:
 - 23.8.1 President
 - 23.8.2 Secretary
 - 23.8.3 Treasurer
 - 23.8.4 Social Secretary
 - 23.8.5 Marketing and Communications Officer
 - 23.8.6 Development and Opportunities Officer
 - 23.8.7 Workshop Co-ordinator
 - 23.8.8 Music Liaison Officer
- 23.9 Each position shall be voted on immediately following the presentation of all nominees.
- 23.10 Candidates shall have three minutes to present to the Society. This shall be followed by approximately five minutes of questions, at the Presidents discretion.
- 23.11 Once all candidates have presented, a vote shall be taken. Nominees may not be present at this time.

- 23.12 Each member of the Society shall have one vote. Members may not send nominees, nor may they transfer their vote, or vote in any way other than in person at the meeting.
- 23.13 Votes shall be counted and verified by the Senior Officers. In the case of a split vote, clause 10.6 shall come into effect.
- 23.14 Once votes have been verified and winner has become apparent, candidates shall re-enter the meeting. The President shall announce the winner and the numbers of votes either way. If Presidential voting as specified above and in clause 10.6 has taken place, this shall be kept secret.
- 23.15 Unsuccessful nominees for a Officer position may stand retrospectively for any other officer position following the one for which they stood.
- 23.16 Re-Open Nominations (RON) shall be a candidate for all positions.
- 23.17 If there are no nominees for a position, or RON wins a position, then the President shall open those positions to nominations from the floor. If after a re-vote the position remains unfilled, a by-election shall be scheduled.
- 23.18 If there are more than three candidates for a position, then voting shall include first, second and third choices for all members, which shall be taken into account in the election procedure.
- 23.19 Members who arrive to the meeting after it has begun may have their vote for the position currently being presented for rescinded at the discretion of the Committee.
- 23.20 The Secretary shall take minutes as with all meetings, and shall submit these minutes to Student Development within a reasonable time.

24. Conduct of the Annual General Meeting

- 24.1 The Annual General Meeting shall follow the following format:
 - 24.1.1 Approval of the minutes of the last meeting
 - 24.1.2 Matters arising from the last minutes
 - 24.1.3 Motions and Amendments to the Constitution
 - 24.1.4 Changes in Subscription
 - 24.1.5 Report from the President
 - 24.1.6 Report from the Treasurer
 - 24.1.7 Other reports as necessary
 - 24.1.8 Election of Officers of the Society
 - 24.1.9 Any Other Business

25. Quorum

- 25.1 Quorum for a General Meeting shall be 1/3rd of the total membership.
- 25.2 In the event of Quorum not being achieved it is the responsibility of the presiding Senior Officer to postpone and reschedule the meeting.

26. Production Team

- 26.1 There shall be a team of members elected to take responsibility for and run each musical production.
- 26.2 The team shall consist of:
 - 26.2.1 Director
 - 26.2.2 Producer
 - 26.2.3 Choreographer
 - 26.2.4 Musical Director

- 26.3 The Musical Director may also appoint a Vocal Coach or Assistant Musical Director to assist and be a part of the production team, as detailed in clause 31.4.
- 26.4 The Producer is advised to source an Assistant or Co-Producer to assist in any areas of the production they see fit.
- 26.5 The production team shall be vested with authority and responsibility in order to carry out their productions. Such authority is specified in Appendix C.
- 26.6 The production team is charged with staging the show for which they were elected. There may be no changes in show choice, nor in the members of the team, unless there are exceptional circumstances and not without the express permission of the Committee.
- 26.7 The production team must at all times act as ambassadors for the Society and the Guild and must conduct their affairs in a manner befitting their positions.
- 26.8 Production team members are subject to official disciplinary proceedings as detailed in clause 19.10.
- 26.9 The production, being classified strictly as an event like any other within the Society, remains entirely and ultimately under the authority of the Committee.
- 26.10 The production team, though being authorised to act on the Society's behalf in matters relating to the production, and being imbued with power to beyond that of a normal member, shall at all times be recognised as members of the Society and not of the Committee.
- 26.10.1 The production team has no authority to attend Committee meetings, or have access to Society accounts, to sit at Guild Council, nor any power normally wielded by the Committee except as explicitly specified in Appendix C.
- 26.10.2 The Committee retain all authority to change, censure or remove from power members of the production team in cases where such action has been deemed necessary by the Committee and beneficial to the Society and production.
- 26.11 The Committee shall at all times act in the best interests of the Society and shall support in any way possible the production team by way of advice, access or action.
- 26.12 The production team shall retain their position and title until two weeks after the final performance, or the Proposal Meeting, whichever comes sooner.
- 26.12.1 After two weeks has elapsed, all production team members shall lose their authority within the Society. Extensions to this time frame shall be by application to the Committee only.
- 26.12.2 The Committee shall take over any remaining business of the production.
- 26.12.3 The only exception to this rule shall be the Producer, who shall continue to represent the Society and production as before in order that financial matters may be settled. He shall formally lose his position once the Treasurer is satisfied that all financial matters are closed.
- 26.12.4 All production team members shall have the right to refer to themselves as their official title (e.g. "Director") followed by the show title (e.g. Director, Sweet Charity) within the Society, and outside the Society as long as the full Society title is appended, in perpetuity.
- 26.13 In cases whereby a member of the Committee is also a member of the production team, they shall rescind their Committee powers when they may be used in direct relation to the production for the duration of their tenure on the production team.

- 26.14 All members of the production team must be full members of the University to ensure operational effectiveness.

27. Duties of the Director

- 27.1 To direct fully from inception to finish the production for which they have been voted into office
- 27.2 To take responsibility for the overall artistic direction of the piece, including choreography, music and all aspects of performance.
- 27.3 To act as nominal head of production team and to act as primary contact for the Committee.
- 27.4 To at all times ensure that the production is run in an open and professional manner, according to all the rules laid out within this constitution.
- 27.5 To arrange, in consultation with the other members of the production team and Committee, full, open and fair auditions, and to be in attendance at all such auditions.
- 27.6 To ensure that a rehearsal schedule is created which will give all members of the production team adequate time to rehearse with the performers in order to ensure a performance of the highest quality
- 27.7 To inform the Committee of any problems relating to the show as soon as possible, and to report as and when required on the progress of the production.
- 27.8 To take overall responsibility for discipline amongst the members of the production team and cast
- 27.9 To honestly and fully give of their time to create a production of as high a standard as possible, and to ensure that every member of the company acts similarly.

28. Duties of the Producer

- 28.1 To produce from inception to finish the production for which they have been voted into office
- 28.2 To take responsibility for all the financial aspects of the production
- 28.2.1 To write a full budget for the production and to submit this budget to the Treasurer for authorisation before the start of rehearsals.
- 28.2.2 To make sure that all bills, invoices and debts are paid in a timely manner.
- 28.2.3 To take full responsibility for all cash flow involved with the production, including but not limited to box office takings, sponsorship, cast income and donations.
- 28.2.4 Not to allow frivolous expenses, nor to exceed their agreed budget, without the express consent of the Committee.
- 28.2.5 To actively work to ensure that the show makes a profit on its outlay.
- 28.2.6 To submit all documents, budgets, figures and paperwork at the end of the production, once all accounts have been finalised, for audit to the Treasurer.
- 28.2.7 To at any time produce figures, estimations and so forth as requested by the Treasurer and/or Committee.
- 28.2.8 To allow the Treasurer to adjust, disallow or other modify the budget as required by the Committee.
- 28.2.9 To submit expense requests and to ensure debts are paid in a timely fashion.
- 28.3 To take responsibility for all aspects of marketing and public relations for the Production.

- 28.3.1 To work closely with the Public Relations Officer to ensure that the production is as widely published as possible throughout the university and outside community.
- 28.3.2 To ensure that such marketing material is of high quality design and production, and is distributed widely in high profile areas without breaking the laws of the Guild, the land, or any other applicable rules.
- 28.3.3 To actively investigate and action innovative publicity methods and to seek low cost or free advertising where possible
- 28.3.4 To encourage and arrange reviews, previews, and features in newspapers including *Redbrick* and any possible local newspaper.
- 28.3.5 Similarly to seek exposure via media including radio and the internet.
- 28.3.6 To ensure that the Guild is made fully aware of the production and that their marketing department is utilised to its full potential.
- 28.3.7 To ensure all marketing adheres to the guidelines specified in clause 34.7 and 34.8.
- 28.4 To take responsibility for the technical aspects of the production.
 - 28.4.1 To arrange a Stage Management team as required and to ensure that they are familiar with the production, and that they have secured all necessary set, props and other accoutrements.
 - 28.4.2 To ensure that all costumes are readied, prepared and fitted in advance of the dress rehearsal, and to engage persons to take on this role as necessary.
 - 28.4.3 To liaise extensively and fully with the Guild Technical Services Department in advance of the production and throughout the rehearsal process to ensure that the production is sufficiently covered by technical expertise with lighting and sound.
 - 28.4.4 To report any problems or queries regarding technical aspects of the production to the Committee as soon as is realistically possible.
 - 28.4.5 Not to purchase new set, props or other material if a substitute is already in the Society's possession.
 - 28.4.6 To ensure that all material rented is returned promptly and that all material borrowed from stores or purchased is securely stored following the completion of the show.
 - 28.4.7 To ensure that the get-out is completed as rapidly as possible.
- 28.5 To negotiate and secure rights with the relevant rights holders well in advance of the audition process.
 - 28.5.1 To hold, sign and be responsible for all contracts in relation to rights
 - 28.5.2 To ensure that the rights holders fulfil their contractual obligations especially in relation to the provision of rehearsal material
 - 28.5.3 To report all problems regarding rights and material to the Committee immediately.
- 28.6 To liaise extensively with the production team, especially the Director, and to assist in any way possible the rehearsal process outside that detailed within this constitution.
- 28.7 To arrange suitable rehearsal spaces within the Guild, or within the University if the Guild is unsuitable, and to ensure that all spaces are fully and properly booked and secured.
 - 28.7.1 To work with the Director to ensure a rehearsal schedule is created as rapidly as possible and that it is adjusted as necessary with room availability.

- 28.7.2 To ensure that equipment such as CD players or pianos is available when needed.
- 28.8 To always ensure the Society assets are kept secure and safe.
- 28.9 To ensure that the production is carried out in a safe fashion and to file a full risk assessment with the Guild at least two weeks in advance of the opening night.
- 28.10 To seek investment, sponsorship and advertising in order to assist with profits, and to liaise with the Guild to ensure such sponsorship is in line with Guild policy.
- 28.11 To produce a programme for the show and market it accordingly.
- 28.12 To produce apparel for the production, such as T shirts and hoodies, and to ensure that all members pay for these items in a timely fashion.

29. Duties of the Choreographer

- 29.1 To choreograph from inception to finish the production for which they have been voted into office.
- 29.2 To work with the Director and Producer to ensure that they have adequate rehearsal time with the cast members.
- 29.3 To take responsibility for the dance and choreography of the production.
- 29.4 To devise original choreography for the production, and to teach such choreography to the best of their ability to the cast
- 29.5 To attend all auditions and to devise and lead a productive and useful dance audition in order to allow the production team to recognise the dancing capacity and potential of every auditionee.
- 29.6 To recognise the dancing capacity of every cast member and not to demand unrealistic output from them
- 29.7 To liaise with the Musical Director to ensure that the music to be played by the orchestra and that to which the choreography has been set are identical.
- 29.8 To provide proper and efficient warm-up before rehearsal.

30. Duties of the Musical Director

- 30.1 To direct all music for which the production for which they have been elected.
- 30.2 To modify, re-score or otherwise adjust the music provided by the rights holders in order that it may be successfully performed by the musicians available.
- 30.3 To arrange and secure the services of musicians within the University to perform live at every performance of the production.
 - 30.3.1 In exceptional circumstances, where an instrument is a necessary part of the orchestration for the production and no member of the University is available to perform, an outside performer may be brought in with the permission of the Producer.
- 30.4 To arrange sufficient rehearsals of the orchestra , and to ensure that all orchestra members have music in sufficient time to allow for enough practice that the performance may be of the standard necessary for the Society.
- 30.5 To conduct the orchestra personally through rehearsals and performances, or to arrange a suitable replacement if unavoidable circumstances dictate.
- 30.6 To liaise with the Producer and Music Liaison Officer to ensure that any instruments borrowed from the Music Department are treated with the utmost care and security, and that rehearsals and/or performances do not conflict with official Music Department or University Music Society activities.
- 30.7 To re-score or otherwise adjust the vocal score as necessary for the performance.

- 30.8 To rehearse all cast members in the songs required to the standard necessary for the production.
- 30.9 To play music live on piano at rehearsal if possible, or to arrange a pianist to do so in lieu.
- 30.10 To ensure that rehearsal CDs, music and so forth is identical to the scores provided by the rights holders and to be performed in the show, and that the Director and Choreographer are made aware of any discrepancies.
- 30.11 To teach the cast the proper care of their voices, and to ensure that no cast member strains their voices.
- 30.12 To provide proper and efficient warm-up before rehearsals.

32. Provision of Assistants

- 32.1 All production team and Committee members have the right to take on assistants to help them perform their duties.
- 32.2 Such assistants may be credited within the production programme and / or society archives as applicable, but shall hold no formal position of office except as specified in clause 31.4.1.
- 32.3 Assistants may be any member of the university. They must be full Society members in order for them to be fully insured and empowered to act on the behalf of the Officer whom they are to assist.
- 32.4 In all cases, the Officer for whom the assistant was appointed shall remain ultimately responsible for the actions of said assistant and shall have the power and duty to dismiss them if their conduct is not befitting.

33. Resignation Process

- 33.1 All Officers of the Society and members of the production team shall have the right to tender their resignation at any time for any reason.
- 33.2 All applications for resignation must be made formally by writing or in the presence of at least two Committee members to the President.
- 33.3 The Officer who wishes to resign shall explain their reasons for doing so in the immediate instance of them tendering said resignation.
- 33.4 The Senior Officers of the Society shall meet in an extraordinary meeting to discuss the tendered resignation. They may decide to accept or reject it.
 - 33.4.1 If one of the Senior Officers has tendered their resignation, they shall not be present at this meeting.
- 33.5 In the case of a Senior Officer, should the resignation be accepted, an extraordinary meeting of members shall be called to elect a new Officer.
- 33.6 In the case of a Supporting Officer or member of the production team, a new Officer may be appointed by absolute majority vote of the Committee. A meeting of members is discretionary.
- 33.7 Once a resignation is accepted, the Officer shall continue to perform their duties to the best of their ability until a replacement is found. After this point, they lose all status and responsibility of an Officer and become a standard Society member.
- 33.8 Should a resignation be rejected, the Officer remains in office with all status and responsibility as before.
 - 33.8.1 If an Officer should not accept a rejected resignation tender and abandon their Office, or having their resignation accepted, abandon their office and

responsibilities before a replacement is found, they shall be deemed to have rescinded all their status, responsibility and membership of the Society and shall have their membership to the Society permanently revoked and barred.

34. Statutes of the Production

- 34.1 There shall exist certain laws and statutes regarding the procedure for running the production and the conduct of the production team, which shall be adhered to at all times by the production team members.
- 34.2 The production team shall at all times remain in close contact with each other, each fulfilling their obligations as made explicit and implicit in this constitution and any other requirement as made by the Committee.
- 34.3 The production team shall immediately upon election secure rights and venue and plan audition and rehearsal processes.
- 34.4 The production shall be given a budget of £4,000 (four thousand pounds) to cover all costs of staging the production. Any requests to increase this quantity must be made by the Producer to the Treasurer in good time.
- 34.4.1 Any unauthorised expenditure over the limit specified above shall be the personal responsibility of the production team.
- 34.5 The audition process shall be fair and transparent at all times.
- 34.5.1 The audition process shall take place within two weeks of the start of the Autumn (first) term for the first production and within two weeks of the start of the Spring (second) term for the second production.
- 34.5.2 All members of the university shall be encouraged and eligible to audition, irrespective of Society membership.
- 34.5.2.1 Auditions shall also be open to those from outside the university who wish to audition, subject to acceptance as Guild members. It shall however be always made primarily available to University members above any other and publicity campaigns etc shall reflect this.
- 34.5.3 The structure of the audition process week shall follow the following form. This structure may be adjusted with consultation with the Committee.
- Monday – Wednesday: Open auditions for singing and acting.
 - Thursday – Friday: Open auditions for dance.
 - Saturday – Sunday: Recalls for principal roles.
- 34.5.4 Any person may attend any audition at any time except the principal recalls. The exact set up of the audition process within the realms specified above shall be at the discretion of the production team.
- 34.5.5 It is expected and encouraged that production team and Committee members attempt to persuade University members to audition.
- 34.5.5.1 No member of the production team or Committee may ever imply, inform, promise or otherwise communicate in any way preferential treatment in terms of audition process or casting to any person. Such actions shall be deemed an infraction of this constitution and the perpetrator shall become eligible for disciplinary proceedings.
- 34.5.5.1 All production team members shall at all times ensure that they are fair with their publicity and conduct for auditions

and are not giving special attention to any one person or persons.

- 34.6 The production team members are barred from performing in the production except in exceptional circumstances, for which Committee approval must be given.
- 34.7 All sponsorship, advertising and other marketing deals involving money or otherwise must be passed through the Treasurer, Press and Public Relations Officer and Guild before any binding arrangements are made.
- 34.8 All marketing material must include the Guild logo, Society name, details of the performance, Society website address, contact details for information and any contractual obligations from the rights holders.
- 34.8.1 All marketing material must be authorised by the Press and Public Relations Officer before being published and distributed.
- 34.8.2 All marketing material must be approved by Guild marketing before dispersal within and without the Guild.
- 34.9 The show finances shall be conducted in an open and honest manner, and the Producer shall liaise with the Treasurer to ensure secure finances.
- 34.10 The Producer shall submit at least five reports to the Committee on the progress of the production in all aspects. These shall be:
- A Pre-Term Report, immediately before auditions.
 - A Beginning of Term Report, within the first three weeks of rehearsal.
 - A Mid-Term Report, halfway through rehearsals.
 - An End of Term Report, no less than one week before opening night.
 - A Post-Term Report, within two weeks of the closing performance.
- 34.11 The production, despite and due to its size and value to the Society, remains under the jurisdiction of the Committee at all times in all aspects.
- 34.12 All officers of the Committee are to be accorded complimentary tickets.
- 34.13 All members of the cast of the production are required to attend all scheduled rehearsals and may not be absent without express permission from the relevant production team member. Unauthorised absence shall be deemed a minor infraction of the constitution.
- 34.14 Statutes can be amended with consent of the committee.

35. Proposal Meeting

- 35.1 There shall be a meeting to elect a new production and production team for the society. This meeting shall classify as a general meeting of the Society, where all members are invited and encouraged to attend. This shall be the Proposal Meeting.
- 35.2 The Proposal Meeting shall take place twice a year.
- 35.2.1 The meeting to elect the second production will take place not less than one week after the final performance of the production in the first term, unless term dates necessitate an earlier meeting.
- 35.2.2 The meeting to elect the first performance of the forthcoming year will take place not less than one week after the final performance of the second production.

- 35.3 Every member of the Society shall have one vote, which may be cast for one team only.
- 35.3.1 In order to ensure against corruption and proposers seeking to add to their votes through members joining solely to cast a vote in the meeting, members must have been full members in good standing for at least three weeks prior to the meeting.
- 35.4 Members may only vote in person at the meeting. No other form of voting is permitted. The Committee have the power to deny votes to latecomers who have not heard full presentations from each team in order to prevent corruption.
- 35.5 The time, date and venue of the meeting shall be publicised widely amongst members. It shall be arranged so as to allow maximum attendance.
- 35.5.1 The Proposal Meeting may be attached to the Annual General Meeting if deemed appropriate by the Committee.
- 35.6 Members who wish to stand for election as production team shall arrange themselves into a team as detailed in clauses 26.2, 26.3 and 31.4. Such groups shall hereafter be referred to as the Proposal Team.
- 35.6.1 The Proposal Team may also include others in addition to those specified, such as Stage Manager, Costumier or Designer if they wish. However, these members are not necessary to propose a production and carry no official authority.
- 35.7 The Proposal Team shall select a piece of musical theatre which they will propose to the Society.
- 35.8 Each member of the Proposal Team and the selected piece shall be inextricably linked. Members shall vote for one team and that team's selected production; teams and productions may not be changed, nor may individual members of a team be voted on.
- 35.9 Each Proposal Team must submit the details of their team and production to the Secretary at least one week before the meeting date. Once submitted, the details may not be changed.
- 35.10 If a Proposal Team does not have the full complement of members by the deadline for submitting details, they may proceed only with Committee authorisation.
- 35.11 The Proposal Team must have written confirmation of performance rights availability ahead of the proposal meeting.
- 35.12 The Committee have the right to bar a production choice if it has been performed within three years by the Society or any other group within the University.
- 35.13 Each Proposal Team shall be accorded no more than fifteen minutes to present to the Society. This presentation may take any form they wish within reason.
- 35.14 The Society shall be given approximately ten minutes to question any member of the Proposal Team, who must answer if directly addressed.
- 35.15 Proposals shall run consecutively. The order of Proposals shall be decided amongst the Proposal Teams. If no decision can be made, then a coin toss or other random method shall decide who can choose positions first.
- 35.16 Members of opposing Proposal Teams may remain in the room for Proposals, but may not pose questions, ask any other member to pose a question on their behalf, nor in any way act to distract or discredit the opposing Proposal Team(s). Any action deemed unbecoming of the team by the Committee is cause for that member or the entire team being barred from standing.
- 35.17 All members of Proposal Teams must be full members of the University.

- 35.18 Proposal Team members do not have a vote in the Proposal Meeting.
- 35.19 If a member of a Proposal Team is unwell or unable to attend the meeting, they must send apologies
- 35.20 The option for Re-Open Nominations shall exist in the Proposal Meeting.
- 35.21 Proposal Team members shall all be sent from the room once all presentations have been made, to allow for discussion and voting. They shall re-enter for the results.
- 35.22 The votes shall be counted and checked by all Senior Officers of the Committee present. The President or presiding officer shall announce the result.
- 35.22.1 In case of a split vote, clause 10.6 shall come into effect. This fact shall remain strictly secret from all members.
- 35.23 In the case of a recount being demanded, an independent observer from the Guild shall be called to confirm the result.
- 35.24 The President shall be responsible for the running of this meeting as with any General Meeting.
- 35.25 Quorum for a Proposal Meeting shall be twenty members excluding Proposal Teams.

36. Executive Decision

- 36.1 Given that unforeseen circumstances can and will arise, there shall exist procedure for any Senior Officer to act without explicit Committee authorisation. This shall be called the Executive Decision.
- 36.2 In case of extraordinary circumstances whereby the Committee cannot be convened, any Senior Officer may make a decision and take action based on their true and faithful beliefs for the benefit of the Society.
- 36.3 Any Officer who takes Executive Decision accepts that they are acting alone, with implied Committee authorisation only, and must as soon as possible contact the Committee to inform them of the situation and the action taken, and why.
- 36.4 An Officer who has taken Executive Decision must give full and frank explanation of their actions to the Committee and must subject themselves to disciplinary proceedings if necessary.
- 36.5 In cases where the Officer has demonstrably acted in good faith for the benefit of the Society, and where it was not practical to convene the Committee, they shall not be subject to any disciplinary proceedings.

37. Affiliations

- 37.1 The Society shall affiliate to the following bodies:
- The National Operatic and Dramatic Association (NODA)
- 37.2 It is recognised that the Society is a constituent part of the University of Birmingham Guild of Students and must therefore fulfil all stipulations and regulations contained within the constitution thereof.
- 37.3 The Society shall apply to the Executive Committee for financial assistance in paying for affiliations. The Guild Executive Committee must approve amendments to the above list.

38. Finance

- 38.1 The Society shall apply for a grant to support some or all of the activities listed in this constitution as being the principle aims and objectives of the Society.
- 38.2 Eligibility for Grant Application is subject to the Society having provided the VPSAD with the appropriate information regarding the running and management of the Society.
- 38.3 Financial liability shall devolve upon the Guild only where it can be shown that the relevant procedures, set by the Executive Committee, have been complied with.
- 38.4 All financial transactions relating to the Society must be dealt with through the Student Development Department.

39. Conduct

- 39.1 The Society shall take all reasonable steps to uphold Guild Policy and to comply with all directions and regulations relating to Guild Societies as set by Guild Council and General Management Committee.
- 39.2 The Society shall conduct its activities in accordance with the Guild constitution and by-laws.

40. Reports

- 40.1 The Society shall submit two reports to Guild Council each year, one to the first Ordinary Meeting of Guild Council of the Spring Term, and one to the Second Joint Meeting. In addition, the Society shall make such other reports as it may decide or as Guild Council may direct.
- 40.2 Reports shall include:
 - 40.2.1 Details of any new officers elected.
 - 40.2.2 A summary outline of current activities and projects including expenditure to date, performance and budget, and number of students involved.
 - 40.2.3 Any proposals for future expansion or development.

41. Dissolution

- 41.1 In the event that the Society is left without a Committee, the Executive Committee shall arrange and advertise a general meeting to elect a new Committee.

Appendix A – Objectives

Section 1: Musical Theatre Productions

- 1.1 The Society shall produce two full scale musical theatre productions per academic year.
- 1.2 The productions shall be revivals of established successful musical productions which have been licensed for amateur performance.
- 1.3 Each production shall follow the established the conventions for musical theatre, involving dance, song and acting.
- 1.4 Shows shall strive to have as wide a ranging number of parts as possible, including principal and supporting roles, ensemble, and other roles.
- 1.5 The production team as specified in the GMTG constitution clause 26 shall always strive to create a show of a standard as close to professional quality as possible.
- 1.6 The show shall always involve original directing, choreography, and design, unless specifically authorised by the Committee and licensed by the rights holder.
- 1.7 Shows shall take account of their performance dates, working on the basis that the first show will receive higher audition numbers than the second.
- 1.8 Shows shall not be produced which require excessive scenery or exceptional performances (e.g. advanced tap dancing) which the Society is not in a position to give.
- 1.9 The shows shall be the centrepieces of the Society's activities and shall be reflected as such in status and conduct.
- 1.10 Shows shall fairly include new and returning members without bias.
- 1.11 Shows shall be publicised fully and properly within the University and outside in the community.
- 1.12 Members of the show company remain standard members of the Society and are not accorded any special status or privileges beyond that accorded by their involvement in the production.
- 1.13 Each show shall take place in Deb Hall in the Guild unless explicitly and fully authorised by absolute Committee decision.
- 1.14 Each show shall have full technical support provided by Tech Services of the Guild, and the Producer shall be responsible for the smooth co-ordination of the technical team and company.

Section 2: Workshops

- 2.1 Workshops shall be arranged to allow all members to practice and perfect their musical theatre skills.
- 2.2 These workshops shall where possible cover as wide a range of skills as possible, including but not limited to dance, singing, acting and audition technique.
- 2.3 Workshops shall be arranged on as regular a basis as possible, to ensure a reliable spread of events through the academic year.
- 2.4 Workshops shall be scheduled to allow maximum attendance.
- 2.5 Workshops shall be taught by current members or alumni, or exceptionally, professionals. Each event shall be free to members except as directly authorised by the Committee.

- 2.6 Workshops shall be open to all members of the Society, irrespective of previous or current involvement.

Section 3: Event Visits

- 3.1 The Society shall provide visits and excursions for members as often as is practical.
- 3.2 Visits to productions shall be the main focus of trips.
- 3.3 Trips shall be to venues within the city of Birmingham and London primarily, and elsewhere as deemed appropriate.
- 3.4 Professional production visits shall be interspersed with amateur productions if possible, to allow a greater breadth of trips and cheaper visits.
- 3.5 Costs shall be negotiated by the Social Secretary to allow minimal expense for members.
- 3.6 On trips outside of the city of Birmingham, the Society shall organise appropriate transport for all members to and from the venue.
- 3.7 For professional productions, especially those in London, a poll of opinion shall be taken amongst members to ascertain the most popular choice of production before arrangements are made.
- 3.8 If any member requests or suggests an official excursion to a production or event directly related to musical theatre, then the Social Secretary shall be responsible for ascertaining the feasibility of such request.

Appendix B – Infractions for Officers

This list is not exhaustive. There are many more infractions which can take place, and those listed here may change category depending on the severity and consequences of the infraction. This appendix is not binding and is included within the constitution for guideline purposes only. Decisions relating to infractions and disciplinary proceedings lie ultimately with the Committee.

Section 1: Examples of Minor Infractions

- Representing to the Guild or others outside of their jurisdiction without prior authorisation
- Discussing Committee matters with a non-Committee member
- Being the source of or supporting unsubstantiated rumour or gossip
- Taking Executive Decision without demonstrable benefit to the Society or when the Committee could practically have been convened
- Not attending a Committee meeting without sending apologies in advance
- Publicly speaking ill of fellow students or Guild societies
- Failing to declare an interest in any decision upon which they have a bearing
- Using the Society web server or email accounts for any purpose other than Society business

Section 2: Examples of Major Infractions

- Conduct bringing their own, the Society, Guild or University name into disrepute
- Breaking of the law of the land whilst on Society business or otherwise involved with the Society
- Failing to disclose expenditure and income figures from any event when required
- Purposely misrepresenting themselves, the Society, Guild or University
- Actively working against any member of the Committee or production team when a decision has legitimately been taken
- Consistently failing to attend meetings or carry out their stipulated duties
- Take decisions or act outside of their jurisdiction which have an adverse effect on the Society, Guild, or University

Appendix C – Production Team Authority

- 1.1 The production team shall have the authority as specified in this appendix and as given at the discretion of the Committee, in order to fulfil their tasks in the production.
- 1.2 The authority shall be vested equally in all members of the production team as follows:
 - 1.2.1 To arrange and book rooms and venues under the Society name.
 - 1.2.2 To represent the Society to organisations and persons as is required within their remit.
 - 1.2.3 To communicate with and act as official points of contact for individuals and organisations as is necessary for the development of the show
 - 1.2.4 To have access to statements for the account dedicated to the show and to pay in money to that account.
 - 1.2.5 To organise audition and rehearsal processes as detailed in this constitution and to have total freedom in the casting and artistic direction of the piece except as specified elsewhere in the constitution.
 - 1.2.6 To refer to themselves by their official titles as detailed in clause 26.11.4.
 - 1.2.7 To retrieve and act upon postal mail received at the Guild which is in relation to the production.
 - 1.2.8 To use the Society email server to access official Society email addresses (e.g. director@gmtg.org) for use in relation to the production and to retain access and usage of such accounts until two weeks after the closing night of the production.
 - 1.2.9 To take responsibility for discipline within the production and to refer any problems to the Committee.
 - 1.2.10 To take all necessary actions to fulfil their duties as specified in this constitution as long as such actions do not contravene any other clause.
 - 1.2.11 To sign contracts as necessary on behalf of the Society.
 - 1.2.12 To liaise with other societies, the Guild and departments in pursuit of a successful and fruitful production.
 - 1.2.13 Any other authority as expressly given by the Committee.

Appendix D – Life Membership

- 1.1 Life Membership is the highest honour granted by the society. It is only to be awarded to individuals who go above and beyond their stated duty within GMTG, regardless of the field.
- 1.2 Life Membership is only to be awarded at the Summer AGM.
 - 1.2.1 Any member of the society can nominate any other member for Life Membership. The proposal must be seconded before a short presentation (at the discretion of the President), detailing the merits of the proposed Life Member may be given.
 - 1.2.2 The proposition I voted upon by all attending members. The Senior Officers must verify the vote. In the case of a split vote, clause 10.6 shall come into effect.
- 1.3 Records of Life Members to be updated annually and to be kept recorded in Appendix D of the Constitution. The Secretary is responsible for ensuring that this list is complete before the hand over to the new Committee.
- 1.4 Life Membership is an honorary title and does not grant membership to The Guild of Students.
- 1.5 Life Members are entitled to a single vote at any AGM and member-priced tickets to Society events. Any other privileges are at the discretion of the Committee.
- 1.6 Life Members:
 - Ed Bussey (2007) musical director
 - Dan Avery (2007) technical supervisor, producer, musical director
 - Neil Robinson (2007) director
 - Guy Dorey (2007) president, producer
 - Danny Fisher (2008) president
 - Jessica Mackeson (2008) performer
 - Katie Brennan (2009) performer, director, secretary
 - Adam Morris (2009) president, performer, musical director
 - Aimée Harrison (2010) president, producer
 - Deb Brook (née Jennings) (2010) founding member

(Last updated by V. Hill 2010)

Appendix E – Constitutional Amendments

- 1.1 Guild Council must approve any amendments to the Constitution before they come into full effect.
- 1.2 Changes should be logged in Appendix E along with the date the change was approved.
 - 1.2.1.1 to the GMTG Constitution:
 - Written by Guy Dorey ***DATE***
 - Approved by Guild Council ***DATE***
 - Amended by Vicki Hill in 2009
 - Approved by Guild Council ***DATE***
- 1.3 Only Committee members may make changes to the Constitution.