

**2024-25**

## **Constitution of Students' Union UCL**

### **Drama Society**

#### **1. Name**

- 1.1. The name of the club/society shall be Students' Union UCL DRAMA SOCIETY.
- 1.2. The Club/Society shall be affiliated to Students' Union UCL.

#### **2. Statement of Intent**

- 2.1. The constitution, regulations, management and conduct of the club/society shall abide by all Students' Union UCL policy, and shall be bound by the [Students' Union UCL Memorandum & Articles of Association](#), [Byelaws](#), [Club and Society Regulations](#) and the club and society procedures and guidance – laid out in the '[how to guides](#)'.
- 2.2. The club/society stresses that it abides by Students' Union UCL Equal Opportunities Policies, and that club/society regulations pertaining to membership of the club/society or election to the club/society shall not contravene this policy.
- 2.3. The Club and Society Regulations can be found on the following webpage:  
<http://studentsunionucl.org/content/president-and-treasurer-hub/rules-and-regulations>.

#### **3. Committee**

##### **1. President**

1. The President's Primary role is laid out in Section 5.3 of the Club and Society Regulations document.
2. Ultimately responsible for running the Society.
3. Liable to the Union for everything that happens in the Society.
4. Represent Society members to the Union and communicate all Union matters with Society members.
5. Liaising with other society presidents for any collaborations or for programming for the year.
6. Responsible for the direction and the overarching vision of the society for the year.
7. The President has the final say on all decisions, when there is unresolvable conflict.
8. Attend and Chair all weekly meetings, monthly committee meetings, show bid interviews and society general meetings.
9. Responsible for running meetings with production teams before auditions and production team interviews, once whole production team is recruited and throughout the rehearsal process.

10. Ensure the 'Putting on a show useful info doc' is fully updated and comprehensible for each show. Meet with production teams to go through all information on it.
11. Responsible for running interviews for electing production team members when production teams are created from scratch
12. Ensure that all society elections are run fairly and efficiently, as stated in Section 5.9. and chair these elections.
13. Organise and facilitate the society stall at the freshers' fayre.
14. Respond to complaints made by society members and take the appropriate course of action along with the Treasurer & Vice President.
15. Attend all Union AGMs, EGMs, Activities Networks, meetings run by the Arts Officer and all other relevant SU UCL meeting to represent the Society's members.
16. Ensure that the committee is functioning to the benefit of the members it represents.
17. Ensure that the society provides the greatest amount of opportunity to the greatest number of UCL students.
18. Ensure that the society completes all activities outlined in the constitution.
19. Maintain oversight of the society's finances through consistent communication with the Treasurer.
20. Personally fill, or ensure the filling of by a committee member(s), any committee position(s) left vacant until a new member is elected into the position at the next EGM.
21. Apply to the Union Friends Trusts in both Term 1 & 2 to fund any additional activities.
22. With the Vice President, Treasurer & Head of Production, ensure the safety and well-being of members participating in productions on behalf of the Society.
23. With the Treasurer and Head of Production, complete the annual risk assessment at the beginning of the year.
24. Approve all chosen charities.
25. Responsible for coordinating all room bookings.

## **2. Treasurer**

1. The Treasurer's Primary role is laid out in Section 5.4 of the Club and Society Regulations document.
2. With the President, Vice President and Head of Production, ensure the safety and well-being of members participating in Society productions.
3. Responsible for getting contracts signed by the relevant Union Officer for external venues.
4. Responsible for running the Society with the President.
5. Liable to the Union for everything that happens in the Society
6. Attend all weekly meetings, monthly committee meetings, show bid interviews, society general meetings, and Chair in the absence of the President.
7. Responsible for paying rights for any productions put on by the Society (responsibility of the producer to be in contact with licensing agent and for Treasurer to pay for them).
8. Ensure that producers are paid up-front for productions, using the payment system that has been arranged with the Union finance department, and that no member of the society has to use their own money to cash flow a production. Ensure that this is conducted transparently. (Please see appendix 1).
9. Create invoices for producers so that no.8 is possible.
10. Act as a liaison with the Union finance department.
11. Attend all Union AGMs, EGMs, Activities Networks, meetings run by the Arts Officer and all other relevant SU UCL meeting to represent the society's members.
12. Run meetings for all productions teams, with the President and Vice President, and ensure a comprehensive show budget is created and agreed with the producer.
13. Ensure that all invoices are paid efficiently.
14. Draw up the standard budget for all the society activities at the start of the academic year to be discussed with the committee at the beginning of the year.

15. Ensure the good financial health of the society throughout the year
16. Make all necessary alterations to budgets to reflect the financial situation of the society across the year.
17. Provide detailed reports of the society accounts on request from any committee member and a termly financial report.
18. Ensure that there are no outstanding payments either to or from the society at the end of their term as Treasurer.
19. With the President and Head of Production, complete the annual risk assessment at the beginning of the year.
20. Approve all chosen charities.

### **3. Vice President**

1. Responsible for the Welfare of Society members and is first point of contact for any welfare issues.
2. With the President & Treasurer conduct all production team meetings
3. Endeavour to attend the first rehearsal (or as close to the start of rehearsals as possible) to introduce themselves to the cast as the Head of Society Welfare and meet all cast members.
4. Provide support and advice to the President and Treasurer
5. Chair all **casting deliberations** when multiple shows are casting at once, (e.g. for festivals and term 3 shows).
6. Ensure that content warnings are made and distributed, should a show require them.
7. Respond to complaints made by society members and take the appropriate course of action along with the President and Treasurer
8. With the President, Treasurer and Head of Production, ensure the safety and wellbeing of members participating in Society productions.
9. Ensure that auditions for Society productions are run fairly and professionally.
10. Attend all weekly meetings, monthly committee meetings, show bid interviews and society general meetings and act as Chair in the absence of both the President and Treasurer.
11. Endeavour to provide at least one captioned and/or signed performance for all Bloomsbury shows.

### **4. Head of Production**

1. Responsible for filling out and chasing up on all technical request forms for shows that require equipment from Stage Crew that Drama Society can't provide themselves.
2. Responsible for the Health & Safety of members participating in Society productions.
3. With the President and Treasurer, complete the annual risk assessment at the beginning of the year.
4. Contact and arrange dates and contracts for all shows in external venues, to pass to the Treasurer to get them signed by the relevant Union Officer. Please bear in mind that where possible:
  1. venues should be accessible
  2. pub venues are avoided (in order to make the shows more accessible to members, who do not drink for personal or religious reasons).

### **5. Secretary**

1. Manage the agenda for and take minutes in all weekly meetings, full monthly committee meetings and Society general meetings.
2. Manage the society email account by regularly checking the email account, replying to emails and forwarding emails to relevant committee members
3. When show bids are submitted the Secretary must email all bids to the President, Treasurer, Vice President, Head of Production and all 'Representative' Committee Members.
4. Schedule interviews for all show bid panels.
5. Add all members to the email list.

6. Send out a weekly email to all society members
7. Responsible for updating the society Google calendar and for aiding the President and Treasurer in programming the year by being responsible for all dates and tracking other arts societies to be aware of any major clashes.
8. Manage society Facebook messages and reply to /forward on all Facebook messages as appropriate
9. Ensure all participants in society productions are members of the society.
10. Bring a copy of the constitution to all weekly meetings, monthly committee meetings and general meetings, for reference.
11. Ensure that constitution is freely available to all members throughout the year

## **6. Head of Marketing & PR**

1. Responsible for the promotion of all shows and events for the Society.
2. Responsible for making sure all events are well publicised and attended.
3. Run the website, making sure it is always up to date with the latest information on show bidding, auditions, production team roles available and all society news and events.
4. Responsible for the Society's online presence and the running of the Society's social media accounts including:
  1. changing the Facebook group cover photo to the next upcoming show
  2. making all producers admins of the Facebook group and Facebook page and removing them after their show as appropriate.
5. Work with the Design Rep to advertise for a publicity designer or coordinate publicity design for all shows and festivals.
6. Work with the President to release statements to the whole society about what has been achieved every half term
7. Contact all SU UCL publications for reviews of all shows.
8. Ensure all productions are photographed (in rehearsal).
9. Approve all publications on behalf of the society.
10. Liaise with all representative roles to ensure all opportunities are advertised on their relevant Facebook pages and are linked to the website.

## **7. Workshops & Events Managers**

1. Complete external visitor request forms at least 2 weeks in advance of any visitors.
2. Workshops and events should be held on a wide range of theatrical subjects, including Acting, Writing, Directing, Producing, Designing etc.
3. Events could include panel discussions, talks, workshops, masterclasses etc., and should be delivered by a diverse range of industry professionals, on a diverse range of topics.
4. The Workshop & Events Managers should work with the Representatives on events that are specific their role.
5. It is down to the Workshop and Event Managers' discretion as to whether these events are held bi-weekly or weekly; as one off events or a series of workshops/a course; during the week or over the weekend.
6. Provide professional development & training of members in the society through these events.
7. Use alumni office to reach out to ex-society members to deliver workshops.
8. Meet with the Treasurer at the beginning of the year to establish an annual events budget.

## **8. Head of Volunteering & Charity Fundraising**

1. Contact all production teams with regard to raising money for Charity.
2. Production team choose the Charity they raise money for.
3. Contact the production team's chosen charity to get a 'Permission to fundraise' letter from the Charity, including their charity number. This must be sent to the Treasurer at least TWO weeks before the show.

4. Establish and run a volunteering scheme for Drama Society members to participate in (school/community project).
5. Meet with the Treasurer at the beginning of each term to establish an annual volunteering budget.
6. Approve all chosen charities.

### **9. Social Secretary**

1. Co-ordinate all internal and external social events for society members.
2. Run at least two theatre trips per term (the Social Director can have a free ticket for all shows to which they run socials).
3. Host inter-society socials.
4. Lead the organisation of the Winter Arts Ball for all arts societies at the end of Term 1.
5. Organise a society trip/holiday.
6. Liaise with Vice-President on the welfare of all Society members.
7. Must offer at least one non-alcoholic social activity, besides theatre trips, per month.
8. Must offer a range of free and paid for events.
9. Meet with the Treasurer at the beginning of each term to establish an annual events budget and discuss any subsidised events/tickets.
10. Endeavour to hold social event once a week.

### **10. Diversity & Inclusion Representative**

1. Diversity will be defined as: the range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability or attributes, religious or ethical values system, national origin and political beliefs.
2. Inclusion will be defined as: involvement and empowerment, where the inherent worth and dignity of all people are recognised. An inclusive society promotes and sustains open participation and a sense of belonging.
3. Interview and appoint the organising team/executive producer for festivals, along with the President and Treasurer.
4. Ensure that parts available in prospective shows represent the diversity within the student body
5. Ensure that across the year a diverse range of shows with a diverse range of writers, directors, producers and other roles are selected for performance.
6. Work with the Head of Marketing and PR to advertise society opportunities to students outside the society.
7. When the Vice President is unavailable for cross casting meetings, it is the duty of the diversity officer to attend said meetings.
8. Diversity officer will act as the Welfare officer in situations where the Vice- President is unable to fulfil their duties.
9. Diversity officer should undergo Welfare training at the beginning of the academic year.
10. Endeavour to communicate with knowledgeable experts on theatre relating to differently abled people. The Diversity officer will then serve as a point of contact for production teams.
11. Should attend first rehearsal along with the Vice President/Welfare Officer.

### **11. Freshers' Rep**

1. Liaise with Social Director to ensure freshers feel welcome socially to the society
2. Liaise with Vice President to ensure the welfare of all freshers
3. Liaise with President & Treasurer to ensure freshers ideas are being represented in the programming of the society.

### **12. New Writing Officer**

1. Hold a 'clinic' (in collaboration with workshops & events) before any New Writing Festival bid.
2. Organise and lead regular New Writing meetings.
3. Run the New Writing and Directing workshops Facebook Group.

### **13. Head of Design**

1. Liaise with Bartlett & Slade.
2. Work with Head of Production as Stage Crew set liaison for the design and building of sets.
3. Be available if a production team wants you on their interview panel when recruiting designers to join their team.
4. Head of Costume cupboard.
5. Run the Performance Design Facebook Group.

### **14. Welfare Officer**



1. The only officer of the society with access to the Welfare Fund and is responsible for applications and initiative using this funding (expenditure authorisations will be the responsibility of the Treasurer) .
2. Responsible for the activities associated with being the welfare officer including (but not limited to) collaboration with other welfare officers to increase awareness of wider Union campaigns.
3. Shall complete all require training for this role.

- 3.1. Management of the club/society shall be vested in the club/society committee which will endeavour to meet regularly during term time (excluding UCL reading weeks) to organise and evaluate club/society activities.
- 3.2. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.3. Committee members are elected to represent the interests and well-being of club/society members and are accountable to their members. If club/society members are not satisfied by the performance of their representative officers, they may call for a motion of no-confidence in line with the Students' Union UCL Club and Society Regulations.

## **4. Terms, Aims and Objectives**

- 4.1. The club/society shall hold the following as its aims and objectives.
- 4.2. The club/society shall strive to fulfil these aims and objectives in the course of the academic year as its commitment to its membership.
- 4.3. The core activities of the club/society shall be:
  - 4.3.1. Bid a minimum of 2 large scale 'Bloomsbury Shows' each year to the Union Bid Panel.
  - 4.3.2. Bid for Stage Crew 'Garage' slots in Union funded spaces.
  - 4.3.3. Endeavour to provide alternative studio theatre space/equivalent for shows not accepted by the Stage Crew 'Garage' Bid Panel, provided that there are no other shows happening around the same time and it was the only show that was sent to the Garage Bid Panel.

- 4.3.4. Other 'internal shows' should be put on in UCL rooms for events such as the Freshers' Plays and 24-Hour Plays.
  - 4.3.5. For shows in Terms 1 and 2, timescale permitting, shows should have at least 1 month from the start of auditions to the end of the final show.
  - 4.3.6. Information about show slots should be released with adequate time for people to bid (please see Appendix 3).
  - 4.3.7. Drop in Question & Answer sessions or Information evenings should be run for Bloomsbury Theatre Bids & Edinburgh Festival Fringe Bids by the President, Treasurer, Vice President, Head of Production, and anyone previously involved in Bloomsbury Shows or Edinburgh Shows.
  - 4.3.8. Endeavour to produce a minimum of 3 shows in Term Three (after exams).
  - 4.3.9. Endeavour to provide at least one captioned and/or signed performance for all Bloomsbury Theatre shows.
  - 4.3.10. Endeavour to put on productions that are accessible from the start.
  - 4.3.11. Endeavour to facilitate at least two 'UCL Runaround' productions at the Edinburgh Festival Fringe, where possible including both new shows and develop shows that have previously been performed with the Society.
  - 4.3.12. Provide workshops/events for all members throughout Terms One and Two.
  - 4.3.13. Provide volunteering opportunities for all members throughout Terms One and Two.
  - 4.3.14. Run socials for all members throughout Terms One and Two, including at least two theatre trips per term.
  - 4.3.15. Endeavour to curate a minimum of 2 festivals per term (including one new writing festival in conjunction with the Inter-University-Drama-Festival (IUDF) in Term One & London Student Drama Festival (LSDF) in Term Two) (Please see section 5.1, and Appendix 2 for festival suggestions.)
  - 4.3.16. Freshers' Plays must be produced at the very beginning of Term 1. All actors must be Freshers (new members to the society) and all production teams must include Freshers.
  - 4.3.17. The society shall continue to lobby for a permanent replacement for the 'Garage' Theatre.
- 4.4. This constitution shall be binding on the club/society officers and shall only be altered by consent of two-thirds majority of the full members present at a club/society general meeting. The Activities Executive shall approve any such alterations.
  - 4.5. This constitution has been approved and accepted as the Constitution for the Students' Union UCL Drama Society. By signing this document, the President and Treasurer have declared that they have read and abide by the Students' Union UCL Club and Society Regulations.

President	Name: Daniel Fruman
	Signature: D. Fruman 
	Date: 11/07/24
Treasurer	Name: Seth Robinson
	Signature: S. Robinson 
	Date: 11/07/24