

2024-25

Constitution of Students' Union UCL

MDs Comedy Revue

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL MDs Comedy Revue (RUMS).
- 1.2. The Club/Society shall be affiliated to Students' Union UCL.
- 1.3. The name may, where appropriate, be abbreviated to the 'MDs Comedy Revue' or the 'MDs'.
- 1.4. The MDs Comedy Revue may be referred to as either 'Revue' or 'Society'.

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

- 3.1. President
 - 3.1.1. The Presidents' primary role is laid out in Section 5.7 of the Club and Society Regulations.
 - 3.1.2. The President is the figurehead of the Society and its primary representative both inside and outside of UCL. They are chiefly responsible for sculpting the annual agenda of the Society, in consultation with the Treasurer, Producer and Directors.
 - 3.1.3. The President's other responsibilities include, but are not limited to:

- 3.1.4. Leading the recruitment drive for members at the beginning of the academic year;
- 3.1.5. Approving and filing all Students' Union UCL forms and documentation, in joint responsibility with the Treasurer and in consultation with the Producer;
- 3.1.6. Facilitating venue bookings via UCL and Students' Union UCL for Society rehearsals, events and activities, and ensuring all spaces are left in a clean and tidy manner;
- 3.1.7. Monitoring, penning and disseminating correspondence through the Society's UCL email account;
- 3.1.8. Chairing all Society General Meetings;
- 3.1.9. Encouraging members to actively participate in Society productions, events and activities;
- 3.1.10. Addressing any concerns over welfare expressed by members of the Society alongside the Welfare Officer;
- 3.1.11. Representing the Society's interests within the Royal Free, University College and Middlesex Medical Students' Association (RUMS MSA);
- 3.1.12. Engaging in networking events with other Students' Union UCL Arts societies and representing the Society to the Arts Officer as appropriate;
- 3.1.13. Attending regular meetings and training sessions organised by Students' Union UCL; and
- 3.1.14. Overseeing the continued development of the Society, in consultation with the Producer, Directors and other members of the Society.

3.2. Treasurer

- 3.2.1. The treasurer's primary role is laid out in section 5.8 of the Club and Society Regulations.
- 3.2.2. The Treasurer is responsible for the administration of the finances of the Society. They are of unlimited responsibility for the safety of the Society's physical and financial assets.
- 3.2.3. The Treasurer's other responsibilities include, but are not limited to:
- 3.2.4. Approving and filing all Students' Union UCL forms and documentation, in joint responsibility with the President and in consultation with the producer;
- 3.2.5. Keeping the Society Committee apprised of the Society's financial state on a regular basis;
- 3.2.6. Processing and accounting for all financial transactions, including managing Front-of-House ticket sales;
- 3.2.7. Arranging for reimbursement of expenses to members of the Society;

- 3.2.8. Preparing relevant documentation for all event and funding applications;
 - 3.2.9. Procuring sponsorship and drafting agreements for the Society, to be filed with and signed on behalf of the Society by Students' Union UCL;
 - 3.2.10. Maintaining an up-to-date inventory of all Society assets, to be filed on a yearly basis with Students' Union UCL, in consultation with the Band Director, Technical Director, Property Masters/Mistresses and Costume Designers;
 - 3.2.11. Taking minutes at all Society meetings;
 - 3.2.12. Attending regular meetings and training sessions organised by Students' Union UCL;
 - 3.2.13. Acting as President in their absence or stead should the need arise; and
 - 3.2.14. Preparing an end-of-year financial report to be presented to the Society at the Annual General Meeting.
- 3.3. Welfare Officers (up to 2) – (Clinical and/or Preclinical but there must be 1)
- 3.3.1. The Welfare Officers' primary role is laid out in section 5.9 of the Club and Society Regulations.
 - 3.3.2. The Welfare Officers' responsibilities include, but are not limited to:
 - 3.3.3. Acting as a leading light and role model for Society members, and ensuring all Society members' welfare is looked after;
 - 3.3.4. Mediating any disagreements between Society members in a balanced and impartial manner;
- 3.4. Additional Committee Members
- 3.4.1. Directors (two)
 - 3.4.1.1. The Directors are responsible for the artistic direction of the Society's productions and activities. They are ultimately responsible for the creative aspects (acting, music and dance) of each Society production. To this end, they represent the interests of the cast and members of the creative department.
 - 3.4.1.2. The Directors' other responsibilities include, but are not limited to:
 - 3.4.1.3. Leading the recruitment drive for cast members at the beginning of the academic year;

- 3.4.1.4. Overseeing the auditions process and making the final decision on casting for each Society production, with reference to Appendix 5 (Guidance for open and fair auditions) of the Students' Union UCL Clubs and Societies Rules and Regulations;
 - 3.4.1.5. Devising a cast rehearsal schedule for each Society production;
 - 3.4.1.6. Running cast rehearsals and writing workshops;
 - 3.4.1.7. Chairing weekly Thursday Society meetings;
 - 3.4.1.8. Communicating rehearsal and/or workshop space requirements (date, time and venue) to the President and Producer in a timely manner;
 - 3.4.1.9. Communicating creative decisions to the administrative, creative and technical departments in a timely manner;
 - 3.4.1.10. Organising the annual Society weekend retreat-cum-rehearsal to the countryside;
 - 3.4.1.11. Engaging with their counterparts from other revues and societies to bolster inter-society dynamics;
 - 3.4.1.12. Preparing an end-of-year Directors' report to be presented to the Society at the Annual General Meeting; and taking an active role in driving the continued development of the Society, in consultation with the President, Producer and other members of the Society.
- 3.4.2. Producer
- 3.4.2.1. The Producer oversees and is ultimately responsible for the production aspects of each Society production. In each instance, they are responsible for monitoring the progress of and maintaining a balance of powers between the administrative, creative and technical departments.
 - 3.4.2.2. The Producer's other responsibilities include, but are not limited to:
 - 3.4.2.3. Serving as the primary liaison, both internal and external, for each Society production;
 - 3.4.2.4. Chairing all Production Meetings;
 - 3.4.2.5. Monitoring action by members of the production team and intervening where necessary;
 - 3.4.2.6. Preparing Students' Union UCL forms and documentation for approval by the President or Treasurer;

- 3.4.2.7. Sourcing a venue and associated facilities for each Society production, and ensuring its safety and security;
 - 3.4.2.8. Devising a production schedule for each Society production in coordination with the Directors and Technical Director;
 - 3.4.2.9. Heading up events that take place in production week, including the get-in, plotting, technical rehearsal, dress rehearsal, contingency rehearsals and get-out, in association with the Directors;
 - 3.4.2.10. Engaging in networking events with other Students' Union UCL Arts societies;
 - 3.4.2.11. Acting as the Society's representative to the Students' Union UCL Arts body (or, where appropriate, delegating this role to another member);
 - 3.4.2.12. Co-ordinating the bidding application process for Bloomsbury Theatre slots in consultation with the Directors and Treasurer; 3.4.2.11. Representing the Society on the UCL Theatre Users' Board;
 - 3.4.2.13. Curating the Society's online database of production-related documentation and resources;
 - 3.4.2.14. Engaging with their counterparts from other revues and societies to bolster inter-society dynamics;
 - 3.4.2.15. Mentoring the Assistant Producer and chairing regular production workshops;
 - 3.4.2.16. Preparing an end-of-year production report to be presented to the Society at the Annual General Meeting; and
 - 3.4.2.17. Taking an active role in driving the continued development of the Society, in consultation with the President, Directors and other members of the Society.
- 3.4.3. Assistant Producer
- 3.4.3.1. The Assistant Producer is the Producer's aide and advisor, and is responsible for assisting the Producer in their day-to-day planning, operations and decision-making. The Assistant Producer shall also assist the Producer in monitoring the efforts and progress of all departments within the Society.
 - 3.4.3.2. The Assistant Producer's other responsibilities include, but are not limited to:
 - 3.4.3.3. Assisting the Producer in their duties and taking up the role of Producer in their absence; and

3.4.3.4. Serving as the secondary liaison, both internal and external, for each Society production.

3.4.4. Publicity Officers (two)

3.4.4.1. The Publicity Officers' responsibilities include, but are not limited to:

3.4.4.2. Devising promotional strategies for Society productions, events and activities;

3.4.4.3. Designing publicity materials for Society productions and events, including print materials (posters, flyers and banners) and online media (Facebook event page, promotional videos), or commissioning a third party to do so;

3.4.4.4. Designing (or commissioning a third party to do so) and arranging for print of programmes for Society productions;

3.4.4.5. Documenting or arranging for documentation of Society productions, events and activities through photographs and video footage; and

3.4.4.6. Maintaining the Society's online presence through the official Facebook page, Twitter feed, YouTube account, website and other media outlets.

3.4.5. Band Director

3.4.5.1. The Band Director's responsibilities include, but are not limited to:

3.4.5.2. Acting as the primary liaison for and representing the interests of the band;

3.4.5.3. Leading the recruitment drive for band members at the beginning of the academic year;

3.4.5.4. Setting the artistic direction for music in each Society production, in consultation with the Directors and in collaboration with the Musical Directors and Choreographers;

3.4.5.5. Obtaining performance rights for proprietary music performed by the band;

3.4.5.6. Procuring musical scores, physical or digital, for the band;

3.4.5.7. Devising a band rehearsal schedule for each Society production;

3.4.5.8. Arranging rehearsal space for the band, as and when required;

3.4.5.9. Leading the band in their rehearsals;

3.4.5.10. Maintaining an up-to-date inventory of Society band equipment;

3.4.5.11. Overseeing the safe transport, appropriate use and secure storage of band instruments and equipment;

- 3.4.5.12. Communicating the band's technical requirements to the Producer and Technical Director in a timely manner;
 - 3.4.5.13. Arranging opportunities for the band to perform independently or as guests at other events, in consultation with the Community Outreach Coordinator; and
 - 3.4.5.14. Encouraging members of the band to participate in wider Society activities and social gatherings.
 - 3.4.5.15. Preparing an end-of-year report to be presented to the Society at the Annual General Meeting.
- 3.4.6. Musical Directors (two)
- 3.4.6.1. The Musical Directors' responsibilities include, but are not limited to:
 - 3.4.6.2. Setting the artistic direction for music in each Society production, in consultation with the Directors and in collaboration with the Band Director and Choreographers;
 - 3.4.6.3. Leading the cast in musical rehearsals;
 - 3.4.6.4. Arranging the music (live or playback) to be used in musical numbers in Society productions, in consultation with the Band Director; and
 - 3.4.6.5. Communicating creative decisions to the Directors, Band Director, Choreographers and Technical Director in a timely manner.
- 3.4.7. Choreographers (two)
- 3.4.7.1. The Choreographers' responsibilities include, but are not limited to:
 - 3.4.7.2. Setting the artistic direction for dance in each Society production, in consultation with the Directors and in collaboration with the Musical Directors and Band Director;
 - 3.4.7.3. Leading the cast in dance choreography rehearsals;
 - 3.4.7.4. Arranging the music (live or playback) to be used in dance sequences in Society productions; and
 - 3.4.7.5. Communicating creative decisions to the Directors, Musical Directors, Band Director and Technical Director in a timely manner.
- 3.4.8. Technical Director
- 3.4.8.1. The Technical Director's responsibilities include, but are not limited to:
 - 3.4.8.2. Acting as the primary liaison for and representing the interests of the technical crew;
 - 3.4.8.3. Leading the recruitment drive for technicians at the beginning of the academic year;

- 3.4.8.4. Organising and chairing regular technical workshops, with a view to cover fundamental technical knowledge and skills, and to discuss technical-based ideas and concerns specific to both Society productions and technical theatre in general;
- 3.4.8.5. Working closely with the Producer to realise the technical possibilities and identify the technical challenges for each Society production;
- 3.4.8.6. Working closely with the Directors, Musical Director, Band Director, Choreographers, Property Masters, Costume Designers and Video Designers to realise their creative vision and fulfil their technical requirements, within reason, in each Society production;
- 3.4.8.7. Obtaining and finalising quotes for the hire and/or purchase of technical equipment for the Society, in consultation with the Producer and other members of the technical crew;
- 3.4.8.8. Overseeing the safe transport, appropriate use and secure storage of technical equipment;
- 3.4.8.9. Maintaining an up-to-date inventory of Society technical equipment;
- 3.4.8.10. Sourcing or arranging for the sourcing of media (sound effects, backing tracks and projections) for use in Society productions, in consultation with the Directors, Musical Directors, Choreographers and Video Designers;
- 3.4.8.11. Devising a production week schedule for each Society production with the Producer, consulting with the Directors and other members of the technical crew;
- 3.4.8.12. Taking on or delegating the role of Production Manager during the show run for each Society production, which primarily involves calling cues during each performance;
- 3.4.8.13. Arranging opportunities for the technical crew to provide technical support at external events, in consultation with the Community Outreach Coordinator;
- 3.4.8.14. Arranging opportunities for the technical crew to attend relevant external events, such as theatre backstage tours, product exhibitions and training sessions; and
- 3.4.8.15. Encouraging members of the technical crew to participate in wider Society activities and social gatherings.

- 3.4.8.16. Preparing an end-of-year report to be presented to the Society at the Annual General Meeting.
- 3.4.9. Property Masters (up to two)
 - 3.4.9.1. The Property Masters' responsibilities include, but are not limited to:
 - 3.4.9.2. Setting the artistic direction for property use and scenic design in each Society production, in consultation with the Directors and Technical Director;
 - 3.4.9.3. Overseeing the appropriate use and secure storage of Society props and set pieces;
 - 3.11.1.3. Maintaining an up-to-date inventory of Society props and set pieces;
 - 3.4.9.4. Maintaining an acceptable state of tidiness and cleanliness in all Society storage;
 - 3.4.9.5. Working closely with the Producer, Directors and Treasurer in refurbishing or repurposing existing props and set pieces, as well as sourcing new items.
- 3.4.10. Costume Designers (up to two)
 - 3.4.10.1. The Costume Designers' responsibilities include, but are not limited to:
 - 3.4.10.2. Setting the artistic direction for costume in each Society production, in consultation with the Directors and Technical Director;
 - 3.4.10.3. Overseeing the appropriate use and secure storage of Society costumes;
 - 3.4.10.4. Maintaining an up-to-date inventory of Society costumes;
 - 3.4.10.5. Maintaining an acceptable state of tidiness and cleanliness in all Society storage facilities, in collaboration with the Property Masters; and
 - 3.4.10.6. Working closely with the Producer, Directors and Treasurer in repurposing existing costumes, as well as sourcing new items.
- 3.4.11. Video Designers (up to two)
 - 3.4.11.1. The Video Designers' responsibilities include, but are not limited to:
 - 3.4.11.2. Overseeing the production, filming, post-production and distribution of video material for use as promotion of the Society and its productions, events and activities, in consultation with the Directors, Producer and Publicity Officers; and
 - 3.4.11.3. Overseeing the production, filming, post-production and distribution of video material for use in Society productions, events and activities, in consultation with the Directors and Technical Director.
- 3.4.12. Community Outreach Coordinator

- 3.4.12.1. The Community Outreach Coordinator’s responsibilities include, but are not limited to:
- 3.4.12.2. Coordinating one-off or on-going community volunteering opportunities for the Society;
- 3.4.12.3. Coordinating the provision of ‘Give It A Go’ events or opportunities; and
- 3.4.13. Social Secretaries (up to two)
 - 3.4.13.1. The Social Secretaries’ responsibilities include, but are not limited to:
 - 3.4.13.2. Organising regular social events and functions for the Society, including, but not limited to, a beginning and end of year meal.
 - 3.4.13.3. Organising Society outings to attend productions, events and functions hosted by other societies, including those hosted by the revues of other medical schools;
 - 3.4.13.4. Promoting opportunities and organising programmes for volunteering to members of the Society; and
 - 3.4.13.5. Obtaining feedback from Society members regarding existing social events and functions, with a view to adapt and improve the Society’s ongoing social endeavours.
 - 3.4.13.6. Organising, in conjunction with their United Hospitals (UH) counterparts, a social event for all UH revue societies preceding the annual United Hospitals Comedy Revue competition.
 - 3.4.13.7. Reaching out to other Union Arts societies, members of Students’ Union UCL and the local community to encourage participation in revues.
 - 3.4.13.8. Sourcing opportunities for the technical crew to provide technical support for external events;
 - 3.4.13.9. Sourcing opportunities for the band to perform in external events, be it independently or as part of a line-up;
 - 3.4.13.10. Serving as the Society’s primary liaison for said events and, where appropriate, in consultation with the Producer, Directors, Band Director and Technical Director;
- 3.4.14. Merchandise Executive (up to 2)
 - 3.4.14.1. The Merchandise Executive’s responsibilities include, but are not limited to:
 - 3.4.14.2. Designing and coordinating the creation, purchase, and distribution of society merchandise (for example, T-shirts) to members of the society.


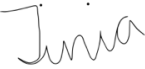
- 3.4.14.3. Liaising with the Treasurer to arrange payment of merchandise and setting up a ticket link for purchase via the union.
- 3.4.15. Secretary
 - 3.4.15.1. The Secretary's responsibilities include but are not limited to the organisation of the society, aiding the President, Treasurer, Directors and other roles in distributing key dates to society members and taking meeting minutes during Committee gathering.
- 3.4.16. The essential committee roles are those of President, Treasurer, Producer, Assistant Producer, Directors (two), Band Director (minimum one), Technical Director (minimum one), Publicity Officers (minimum one), Community Outreach Coordinator (minimum one), Social Secretaries (minimum one) and Welfare Officers (aka Honorary Presidents; minimum one).
- 3.4.17. The production team that shall oversee the Society's productions, led by the Producer and with the Assistant Producer as secretary includes:
 - 3.4.18. Representatives of the Administrative Department: the President, Treasurer and Publicity Officers;
 - 3.4.19. Representatives of the Creative Department: Directors (on behalf of the Musical Directors, Choreographers, Property Masters, Costume Designers and Video Designers) and Band Director (also on behalf of the Musical Directors);
 - 3.4.20. Representatives of the Technical Department: Technical Director (also on behalf of the Property Masters, Costume Designers and Video Designers); and
 - 3.4.21. Any additional members that the Producer would like present to act as Production Advisors, Executive Producers or to draw upon for advice and expertise.
- 3.4.22. Officers of the Committee will perform the roles as outlined in Section 5 of the Students' Union UCL Clubs and Societies Rules and Regulations document.
- 3.4.23. Officers of the Committee are elected to represent the interests and well-being of Society members and are able to be held to account. If Society members are not satisfied by the performance
- 3.5. 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.

- 3.6. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.
- 3.7. 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. An annual Christmas Revue, held in the first term, featuring sketches, musical numbers and dance routines. The exact format will be decided on a yearly basis by the Directors, in consultation with the production team and other members of the Society. The show will be produced, written, directed and performed by all members of the Society, who will take on roles in the production team, cast, band and/or technical crew.
 - 4.3.2. A biennial weeklong series of performances at the Edinburgh Festival Fringe during the summer holidays, which will constitute a dramatic piece based on an original story, featuring dance and musical numbers. The show will be produced, written, directed and performed by a contingent of Society members, who will take on roles in the production team, cast and/or technical crew.
 - 4.3.3. A performance slot at the annual United Hospitals (UH) Comedy Revue competition between the respective revues of RUMS, ICSM, GKT, SGUL, and Barts and the London, typically held in the second term. The Society may volunteer to host the competition, subject to agreement between all five revues.
 - 4.3.4. Weekly cast and band rehearsals; writing and technical workshops; and social gatherings
 - 4.3.5. An annual weekend retreat to the countryside in the first term, before the Christmas Revue.
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 4.4.1. Perform in smaller shows and/or enter into competitions throughout the year, both on campus and across London;

- 4.4.2. Engage with and provide volunteering opportunities for its members;
 - 4.4.3. Actively participate in RUMS, UCL Medical School and Students' Union UCL activities;
 - 4.4.4. Collaborate with other RUMS, UCL Medical School and Students' Union UCL entities where and when opportunities arise;
 - 4.4.5. Advocate for the continued development of extracurricular activities and opportunities for students and, in particular, medical students.
- 4.5. 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.
- 4.6. This constitution has been approved and accepted as the Constitution for the Students' Union UCL MDs Comedy Revue (RUMS). 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: Sophie Covington
	Signature: 
	Date: 24/06/2024
Treasurer	Name: Jinia Tah
	Signature: 
	Date: 25/06/2024