

**2024-25**

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

### **Stage Crew Society**

#### **1. Name**

- 1.1. The name of the society shall be Students' Union UCL Stage Crew Society
- 1.2. The 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**

##### **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. Shall represent the club/society and shall be responsible for making sure that the club/society is run according to its constitution, the Students' Union UCL Club and

Society regulations, Good Practice Guidelines, and Standing Orders of Students' Union UCL.

3.1.3. It is the responsibility of the President to call General Meetings of the club/society, and organise proper elections for the following year's committee, in accordance with Club and Society Regulations.

3.1.4. Shall be the primary point of communication between the Union and the club/society members. It is therefore required that they attend the relevant Union Committees.

### 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. Shall carry out the day-to-day financial duties of the club/society and is responsible to the union for club/society finances to the membership.

3.2.3. Shall keep current accurate financial information. The Treasurer is responsible for all financial transactions of the club/society ensuring that these are made through the Union Finance Department; only the Treasurer, or in his/her absence the President, may authorise withdrawals or expenditure from the club/society accounts.

3.2.4. Shall maintain a club/society account book.

3.2.5. Shall perform reconciliation of tickets with the Finance Office periodically.

### 3.3. **Welfare Officer**

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 officer will act as a point of contact for any welfare concerns that members may have, signposting them to possible professional contacts within the university where necessary.

3.3.3. The welfare officer is not expected, nor permitted, to provide professional advice but only to signpost.

3.3.4. The welfare officer will represent the interests of society members and ensure that society members are fairly represented in inter-society events.

3.3.5. They shall consider the concerns of minority communities within the society, removing barriers of accessibility to core society activities and promoting a culture of inclusivity. This includes promoting relationships within the society.

- 3.3.6. The welfare officer will be in control of any society welfare funds and organise welfare events to ensure communication channels are maintained.
- 3.3.7. The contact details of the welfare officer will be on the society union page.
- 3.3.8. The welfare officer will ensure the committee meets annually to create a policy on welfare principles that they will use as guidance in dealing with society and member-based welfare issues
- 3.3.9. In the event of the position of welfare officer being left unfilled, the duties of the welfare officer will rest with another member of the committee until a welfare officer is elected at an extraordinary general meeting (EGM). The member of the committee who will take this responsibility will be decided amongst the committee in a committee meeting.
- 3.3.10. The Welfare Officer will strive to hold welfare-related activities throughout the year, such as informal welfare drop-in sessions.

#### **3.4. Vice President**

- 3.4.1. The Vice President will stand in for the President of the society when the President is unavailable and will in their stead fulfil the duties as outlined in section 5.7 of the Club and Society Regulations.
- 3.4.2. Shall send out the weekly emails notifying members of the society of important information relating to the operation of the society.
- 3.4.3. It is the responsibility of the Vice President to take notes in society meetings, or nominate someone to take notes when unable to attend meetings, and use these notes as a basis for the weekly emails outlined in section 3.3.2 of this constitution.
- 3.4.4. The Vice President will also fulfil the role of the Community Outreach Officer, as outlined on the following page:  
[https://docs.google.com/document/d/1OXBnu\\_Z2olf2VQAh-iyLKvVYjz-Zkk82OcQR\\_yC38Ko/edit?usp=sharing](https://docs.google.com/document/d/1OXBnu_Z2olf2VQAh-iyLKvVYjz-Zkk82OcQR_yC38Ko/edit?usp=sharing)
- 3.4.5. The Vice President will also be responsible for coordinating the society's workshops, including but not limited to training sessions offered by the Bloomsbury Theatre.

#### **3.5. Bloomsbury Theatre Manager**

- 3.5.1. The Bloomsbury Theatre Manager is responsible for coordinating all business regarding productions in the Bloomsbury Theatre organised through the Union's bidding process.
- 3.5.2. The Bloomsbury Theatre Manager shall organise a meeting each term with all Production Managers and a member of the Bloomsbury Theatre technical staff to organise reasonable transitions between shows.
- 3.5.3. The Bloomsbury Theatre Manager shall be the primary point of communication between the Bloomsbury Theatre technical staff and the society.
- 3.5.4. The Bloomsbury Theatre Manager is not expected to work on or attend all Bloomsbury Theatre shows.

### 3.6. **Garage Theatre Manager**

- 3.6.1. Shall provide effective leadership of those working on shows as part of the Roaming Garage Theatre Workshop.
- 3.6.2. Ensure that the theatre spaces are maintained in fit and proper states and obeying all relevant health and safety regulations, consulting with Union and University officials where necessary.

### 3.7. **Social Secretary**

- 3.7.1. The Social Secretary/ies shall be responsible for organizing social activities outside the society's regular scope of work, for members to socialize in a more informal setting.

### 3.8. **Publicity Officer**

- 3.8.1. The Publicity Officer will be responsible for promoting the society and its activities through various forms of advertising and media.
- 3.8.2. Shall be responsible for coordinating the presence of the advertising of the society on publicity for shows the society is involved with.

### 3.9. **Externals Officer**

3.9.1. The externals' officer will be responsible for coordinating all external shows that technical support is requested from Stage Crew, whether that involves accepting or rejecting the shows.

3.9.2. The externals' officer is not expected to work on all the external shows.

### **3.10. Equipment Officer**

3.10.1. The equipment officer shall be responsible for the maintenance and administration of all equipment belonging to the society.

3.10.2. The equipment officer should maintain an inventory of all equipment and where it is stored.

3.10.3. The equipment officer shall organise at least one day each academic year to inspect and maintain all equipment belonging to the society.

### **3.11. Freshers' Representative**

3.11.1. Shall be the first point of contact for new members of the society for any queries, complaints or concerns.

3.11.2. Shall be an active member of the committee in voicing the general opinions and feelings of the members of the society for whom it is their first year in the society.

3.12. 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.

3.13. Any complaints concerning the activities of any individual member should be submitted to the Activities and Events Officer who will direct it to the appropriate UCL Union Board.

3.14. The committee members shall perform the roles as described in section 5 of the Students' Union UCL Club and Society Regulations.

3.15. 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 society shall hold the following as its aims and objectives.
- 4.2. The 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 society shall be:
  - 4.3.1. Organising and providing necessary technical support to clubs/societies in preparation for and during the performances in the Bloomsbury Theatre.
  - 4.3.2. Organising and providing necessary technical support to clubs/societies in preparation for and during the performances in the Roaming Garage Theatre.
  - 4.3.3. Organising and providing necessary technical support to clubs/societies in preparation for and during small one-off events, known as 'externals'.
  - 4.3.4. Training in the Bloomsbury Studio and Main House organised by the society in coordination with the Bloomsbury Technical Manager.
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
  - 4.4.1. Stage Crew shall hold weekly meetings, regarding past and upcoming shows, events and other society matters.
  - 4.4.2. The society will organize a minimum of 5 workshops for society members spread out between Terms 1 and 2.
  - 4.4.3. Stage Crew will participate in Arts and Union Colours, nominating appropriate members for awards and acknowledgements.
  - 4.4.4. The Garage Theatre Manager shall be responsible for the maintenance and preparations for performances and other activities in the UCL 'Roaming' Garage Theatre Workshop.
  - 4.4.5. Production Managers of shows will provide some form of handover, which details the experiences and avenues for improvement gained from the show, to those who take their respective roles in the following year.
  - 4.4.6. Stage Crew will aim to include more cowbell in the productions it assists in.

- 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 society general meeting. Activities Network Executive shall approve any such alterations.
- 4.6. This constitution has been approved and accepted as the Constitution for the Students' Union UCL Stage Crew Society. By signing this document, the President and Treasurer have declared that they have read and abide by the Students' Union UCL Clubs and Societies Regulations.

<b>President</b>	Name: Lucy Curran
	Signature: <i>Lucy Curran</i>
	Date: 11.06.2024
<b>Treasurer</b>	Name: Aravindh Baskar
	Signature: <i>Aravindh S. Baskar</i>
	Date: 12.06.2024