

2024-25

Constitution of Students' Union UCL

Musical Theatre Society

1. Name

- 1.1. The name of the club/society shall be Students' Union UCL Musical Theatre 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

- 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 will hold the chair vote in Committee meetings and bid meeting decisions.
 - 3.1.3. The President will organise room bookings, coordinate the Committee, liaise with the Union, maintain fairness and transparency within the Society and oversee all productions and projects.
- 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 prompt and accurate financial dealings, including and not limited to: payment requests, event/budget forms and Friends' trust applications.
 - 3.2.3. The Treasurer will maintain the Society inventory and manage all Society equipment, making new purchases when required.
 - 3.2.4. The Treasurer is responsible for maintaining open dialogue with show producers to help coordinate productions throughout the year and ensure budgets are being managed accurately.
- 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 be the first point of contact for members who wish to raise issues and concerns they are having with Society members and/or Society events
 - 3.3.3. The Welfare Officer will liaise with the President to ensure all Society productions are compliant and ensure that any trigger warnings are implemented. They will give advice to production teams on how to deal with sensitive issues.
- 3.4. Additional Committee Members
- 3.4.1. Secretary
 - 3.4.1.1. Add The Secretary is responsible for maintaining communication between the Committee, Society members and the wider UCL community.
 - 3.4.1.2. The Secretary will take minutes at all Committee meetings and official meetings and promptly publish them to the relevant parties.
 - 3.4.1.3. The Secretary will write a weekly email newsletter, monitor the Society email, manage social media outlets (Facebook, Instagram, Twitter) and update the Society website. They will respond promptly to any and all enquiries received, alerting other Committee members to respond where necessary.
 - 3.4.1.4. The Secretary is responsible for aiding and supporting the President where necessary and for deputising the principal officers when they are unable to fulfil their duties.
 - 3.4.2. Technical Officer
 - 3.4.2.1. Add The Technical Officer will be responsible for organising and setting up the technical side of the Society's events and shows. They will be responsible for taking care of Musical Theatre's technical equipment.

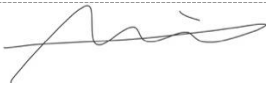
- 3.4.2.2. The Technical Officer will be the point of contact between Stage Crew Society and Musical Theatre Society and will be expected to attend training sessions to ensure safety compliance and updated awareness (run by Stage Crew).
- 3.4.3. Events Coordinators- two roles
 - 3.4.3.1. The Events Coordinators are responsible for forming the production teams of all events that are not full-scale productions, for example concerts, Open Mics and Galas.
 - 3.4.3.2. The Events Coordinators are responsible for every aspect of the event(s), including and not limited to: production team, casting, budget, auditions, rehearsals, costumes, music, and tech.
 - 3.4.3.3. The Events Coordinators will help the social secretaries in their duties when required and deputise in the case of absence.
 - 3.4.3.4. The Events Coordinators are responsible for any external shows or events the Society participates in and should facilitate opportunity when there is demand from Society members. This includes and is not limited to: inter-university showcases, competitions, festivals and performing at external events.
- 3.4.4. Workshop Coordinator
 - 3.4.4.1. The Workshop Coordinator is responsible for organising a minimum of three workshops termly.
 - 3.4.4.2. The Workshop Coordinator will create opportunities for everyone that wishes to be involved in any aspect of musical theatre.
 - 3.4.4.3. The Workshop Coordinator will be responsible for maintaining the Musical Theatre Society section of the Costume cupboard.
 - 3.4.4.4. The Workshop Coordinator will also help to organise volunteering events and opportunities within the society; liaising with the events coordinators where required.
- 3.4.5. Social Secretary
 - 3.4.5.1. The Social Secretary will work together to organise a range of socials for Society members, at least 4 each term.
 - 3.4.5.2. The Social Secretary will organise an annual Christmas party.
- 3.4.6. Freshers' Representative

- 3.4.6.1. The Freshers' Representative is a first-year student voted in by society members at an EGM held in the first term.
 - 3.4.6.2. The Fresher's Representative will represent new students, communicate between new students and the Committee and improve integration into the society.
 - 3.4.6.3. The Fresher's Representative will assist and support the Social Secretary and Events Coordinators in running socials and events.
- 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. At least two musical theatre productions per term.
 - 4.3.2. At least one large scale production per year, in the Bloomsbury Theatre or equivalent.
 - 4.3.3. A 24-hour Freshers' Musical to welcome new members to the society in early October.
 - 4.3.4. A non-auditioned performance event at least once per term.
 - 4.3.5. At least three workshops a term which will be open to all.
- 4.4. In addition, the club/society shall also strive to organise other activities for its members where possible:
 - 4.4.1. To hold a Christmas party.
 - 4.4.2. To hold an end-of-year Gala.
 - 4.4.3. At least four socials in both Term One and Term Two.

- 4.4.4. To organise collaborative events with other societies for the enjoyment of members of all UCL 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 Musical Theatre 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: Aomi Hiroi
	Signature: 
	Date: 12/07/24
Treasurer	Name: Olivia Pan
	Signature: 
	Date: 12/07/24