



## Cambridge University Amateur Dramatic Club

### Constitution

Effective: 26 January 2021

#### NAME AND PURPOSE

- 1.1. The name of the Society shall be Cambridge University Amateur Dramatic Club (also known as the Amateur Dramatic Club; or CUADC); herein referred to as the Club.
- 1.2. The Club shall aim to remain a Registered Society under the Statutes and Ordinances of the University of Cambridge (herein referred to as the University) and as defined by the Cambridge University Societies Syndicate.
  - 2.1. The purpose of the Club shall be to present, within Cambridge or elsewhere, dramatic productions of the highest possible artistic merit, not necessarily with regard to commercial viability or general interest.
  - 2.2. It shall be the Club's constant endeavour to present the widest possible range of theatrical productions and activities and to develop the best available student talent; to foster and encourage new writing, and original and experimental productions; to maintain the highest standards of integrity and respect for plays, production and performance; to spread interest in the theory and practice of theatre, in all its aspects, by every possible means amongst those qualified to be Members of the Club as defined herein; to encourage the active

involvement of the same regardless of previous experience; and to maintain interest in the participation of activities at the ADC Theatre.

2.3. Notwithstanding the above, the financial impact of any activity of the Club must be taken into account.

#### INTERPRETATION

- 3.1. The Constitution shall be interpreted by the Committee in accordance with the Law of England and Wales and the Statutes and Ordinances of the University of Cambridge in so far as these are applicable.
- 3.2. This Constitution shall be interpreted without discrimination as to race, gender, sex, sexuality, disability, background, appearance, or ethnicity.
- 3.3. Any retrospective dispute shall be resolved under the Constitution in force at the time of the disputed event.

#### RELATIONSHIP WITH THE ADC THEATRE

- 4.1. Ownership of the premises of the ADC Theatre is vested in the Ordinary Members of the Club and Associate Members whose interests are looked after by the Trustees of the Club of which there shall be a minimum of three.
  - 4.2. Under the terms of the Heads of Agreement dated 24 July 1973 and the subsequent Lease, the Theatre has been leased to the University for 75 years from 1 August 1973.
  - 4.3. The Club shall operate on the basis that when the lease expires, it shall be renegotiated on similar terms.
  - 4.4. The management of the Theatre is the responsibility of a Committee of Management established under the terms of the Lease, with the composition, powers and duties defined by Grace 3 of 1 August 1973 (Ordinances 1973, p. 820) and any successive bodies.
  - 4.5. The Club shall maintain a Club Room, a Club Office, and Club Noticeboard on the premises.
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5.1. The President of the Club shall be especially responsible for representing the interests of the Club on the Committees managing the ADC Theatre.

5.2. The President and/or Technical Director shall at the next meeting of the Club Committee following any meeting of the Executive Sub-Committee report on the relevant proceedings of this committee where possible.

5.3. The President shall see that the relevant matters from the proceedings of the Club Committee be brought before the management committees; and may be mandated by a resolution of the Club Committee, or a General Meeting to present and support particular proposals.

5.4. The Club's other representatives on the Committee of Management and Executive Sub-Committee shall be the Senior Treasurer ex-officio and the Technical Director.

6.1. In the event of any dispute between the Club and the University, the Club Committee shall be empowered to negotiate a settlement, if possible, in a joint meeting between the University Committee of Management and the Officers of the Club.

## PRODUCTIONS

7.1. Productions funded by the Club shall be known as Club Shows.

7.2. The Club shall aim to present no fewer than one production in the ADC Theatre in each term, pursuant to section 2. The Club shall have the right to organise productions for at least five weeks in full term in each academic year in the ADC Theatre. Such weeks shall be chosen by the Club Committee in accordance with the Constitution of the Theatre.

7.3. There shall be no upper limit to the number of productions presented by the Club in each term.

7.4. The Club may present any of its productions in association with any other dramatic society or organisation in any venue(s), under conditions to be determined by the Committee.

7.5. Only Members of the Club as defined under 'Membership' shall be allowed to participate in any productions presented by the Club, except that, in the case of joint productions with other societies, the Committee shall have power to allow bona fide Members of that society who are not Members of the Club, to take part in the productions.

## MEMBERSHIP

8.1. There shall be four categories of Membership of the Club: Ordinary, Associate, Special and Honorary, according to sections 9 through 13.

### Ordinary Membership

9.1. To be eligible for Ordinary Membership, an individual must be studying for a qualification of the University of Cambridge (as according to Ordinances 5, 6, and 7), or intermitting from their studies at the University of Cambridge, or be a student at any higher educational establishment and resident within the City of Cambridge. In all cases, the individual must be no younger than 17 years of age.

9.2. Ordinary Membership shall only be available through Subscription.

10.1. There shall be two categories of Subscription: Full Subscription and Annual Subscription.

10.2. An individual who possesses Subscription shall be an Ordinary Member whenever the individual satisfies the conditions of Ordinary Membership, defined in clause 9.1. At all other times the individual shall be an Associate Member. 10.3. Only an individual who satisfies the conditions of Ordinary Membership, defined in clause 9.1, shall be eligible to purchase Subscription.

10.4. The Committee may, at its discretion, allow an individual to purchase Full Subscription even if they do not satisfy the conditions of Ordinary Membership.

10.5. Annual Subscription shall last for a period of one year from the date of purchase.

10.6. Full Subscription is for life.

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10.7. An individual who purchases Annual Subscription for three consecutive years shall acquire Full Subscription and be deemed to have held Full Subscription for three years.

10.8. The rates for Subscription shall be determined by the Committee at the start of each academic year.

#### Associate Membership

11.1. Associate Membership shall only be available through Full Subscription.

11.2. An individual who subscribed for "Life Membership" before 1 October 1974 shall be deemed to have purchased Full Subscription.

11.3. An Associate Member may only participate in a production of the Club in accordance with clause 52.4.

11.4. Ordinary Members with Full Subscription or Annual Subscription will be conferred Associate Membership once they are no longer eligible for Ordinary Membership.

#### Special Membership

12.1. An individual not eligible for Ordinary Membership and who is not an Associate Member who wishes to take part in productions of the Club may apply to the Committee to become a Special Member. Whether an individual is allowed to become a Special Member is at the discretion of the Committee.

12.2. Special Membership shall last only for the duration of the show for which the individual has applied for. If an individual wishes to take part in another Club production, they must re-apply for membership.

12.3. The Committee may, at their discretion, choose to charge a nominal fee for Special Membership, to be determined on a case by case basis.

12.4. Special Membership shall only be awarded in accordance with clause 52.4.

#### Honorary Membership

13.1. An individual, nominated by a Member of the Club, may be elected to become an Honorary Member by the Committee.

13.2. Honorary Membership is for life with no fee.

#### Rights

14.1. All Members shall have the right to use the facilities of the Club subject to restrictions imposed by the Committee.

14.2. All Members shall have the right to speak at General Meetings.

14.3. Ordinary Members shall be allowed to participate in Club Shows. Other Members shall be allowed to participate in Club Shows subject to section 52.4.

14.4. Ordinary Members shall have the right to vote at General Meetings.

14.5. Ordinary Members shall have the right to stand for election to the Committee, with the exception that only Members in Statu Pupillari of the University of Cambridge may stand to be elected an Officer of the Club.

14.6. Ordinary Members shall have the right to vote in the Committee elections.

#### Debarment

15.1. The Committee may debar an individual from becoming a Member or renewing Club Membership on reasonable grounds.

#### Suspension

16.1. The Committee may suspend an individual from Membership of the Club if that individual is in debt to the Club, or if the Committee deems that there are reasonable grounds for doing so.

16.2. Such suspension shall take immediate effect; and shall be lifted as and when the reason for suspending the individual has abated.

#### Expulsion

17.1. The Committee shall have power on grave cause to recommend to a General Meeting the expulsion from the Club of any Member.

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17.2. All Ordinary Members of the Club shall be notified of such recommendation and a Special General Meeting shall be called forthwith.

17.3. A General Meeting may, upon recommendation and notice duly given, expel any Member by a simple majority vote.

17.4. Such expulsion shall take immediate effect.

#### Right of Appeal

18.1. Any Member suspended or debarred from renewing their membership under sections 15 or 16, shall be permitted to require the Secretary to call a Special General Meeting to consider the matter and, if necessary, reverse the decision.

18.2. Any individual debarred from becoming a member under section 15, shall be permitted to appeal the decision by obtaining the signatures of four ordinary members in support of their appeal. In the case that the committee turns down the appeal they may require the Secretary to call a Special General Meeting to consider the matter and, if necessary, reverse the decision.

18.3. At the General Meeting, Members of the Committee and the appellant may make representations, but cannot vote.

18.4. Any Member expelled under section 17 shall have the right to appeal the decision of the General Meeting as defined in section 50.

#### COMMITTEE

##### Role

19.1. The Committee shall manage the affairs of the Club in accordance with the Constitution and subject to the decisions of General Meetings.

19.2. The Committee shall make efforts to ensure that the Club is a safe, welcoming, and productive environment where there is equality of opportunity, fostered in an atmosphere of mutual respect and dignity.

##### Members

20.1. The Committee shall consist of the Officers as defined in section 27 and the Members as defined in section 34.

##### Meetings

21.1. Meetings of the Committee shall be convened by the Secretary, or, exceptionally, at the request of the President, or of the Senior Treasurer, or of any two other Members of the Committee.

21.2. The Secretary shall send notice of the time and date of a meeting to the Committee at least twenty four hours before the meeting.

21.3. Nine Members of the Committee shall form a quorum. Either the President or the Secretary; and either the Senior Treasurer or the Junior Treasurer must be present.

21.4. Outside of Full Term, the Senior Treasurer may authorise a lowering of the quorum if too few Members of the Committee are in residence.

21.4.1. Outside of a Full Term a vote on urgent committee business may be called by any three members of the committee with written notice to the Secretary.

21.5. The President shall be the Chair at all meetings attended. In the absence of the President, the Committee shall appoint a substitute to act as Chair for that meeting, if the President has not appointed a substitute in advance.

21.6. The Secretary shall minute at all meetings attended. In the absence of the Secretary, the Committee shall appoint a substitute to take the minutes for that meeting, if the Secretary has not appointed a substitute in advance.

21.7. All decisions of the Committee shall be by majority vote of those present, except as otherwise provided for; and the Chair shall also have a casting vote.

21.8. The Committee will accept votes in written form from Committee Members unable to attend a meeting, provided that sufficient information is made available.

21.9. The Committee may invite any person to a Committee Meeting, provided that such a person shall not be allowed to vote.

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21.10. Any Member of the Club may request permission to attend any Committee Meeting in an entirely observatory capacity by giving three clear days' written notice to the Secretary. Such permission should only be denied by the Committee for good reason by majority vote. Such an observer may not speak or vote at meetings, and may be asked to leave for sections of the meeting deemed to be confidential business.

22.1. Minutes of every Committee Meeting shall be made available on the club website within 14 days of the meeting (where technically possible).

22.2. The Committee may decide to omit, by reasonable request of the speaker, confidential business from the minutes.

#### Sub-Committees and Consultants

23.1. The Committee may appoint a Sub-Committee to consider and advise on a specific matter.

23.1.1. The Chair of the Sub-Committee must be a Member of the Committee. All other Members of the Sub-Committee need not be Members of the Club.

23.1.2. The proceedings of a Sub-Committee shall be decided by its Members at its first meeting.

23.1.3. The quorum of a Sub-Committee shall be three.

23.1.4. A Sub-Committee must report all conclusions to the Committee. Only the Committee shall be empowered to act on any recommendations of a Sub-Committee.

23.1.5. The Committee shall have the power to dissolve a Sub-Committee.

23.2. The Committee may appoint Consultant(s) to advise the Committee and Club Shows on a specific matter, particularly in the representation of minority communities.

23.2.1. The Consultants' responsibility and tenure shall be decided by the Committee, which should be performed as if the duty were laid down in the Constitution. If not stated otherwise, the tenure of the Consultant(s) shall lapse when the tenure of the Committee who appointed them lapses.

23.2.2. The Secretary shall send a list of Consultant(s) and their responsibilities to every Ordinary Member no less than two weeks after the Consultant(s) have been appointed.

23.2.3. The Consultant(s) must be Ordinary or Honorary Member(s) of the Club.

23.2.4. The Consultant(s) shall have no voting rights on the Committee, but may attend any meeting.

23.2.5. The Committee may request the presence of the Consultants at any meeting.

#### Election

24.1. The election of the Committee shall be held at the Annual General Meeting of the Club.

24.1A: In the following section the words "ballot" and "ballot paper" refer to electronic forms of voting.

24.2. The following posts shall be up for election: Officers (herein referred to as Group O) – Secretary, Junior Treasurer and Technical Director; Members (herein referred to as Group M) – Directors' Representative, Producers' Representative, Writers' Representative, Stage Managers' Representative, Designers' Representative, Technicians' Representative, Club Publicist, two Actors' Representatives, Membership Secretary, Social and Outreach Secretary, and Webmaster.

24.3. Candidates for election to the Committee must be proposed and seconded by Ordinary Members of the Club.

24.4. Nomination must be made in writing to the Secretary at least one clear week before the Annual General Meeting. The nomination must be signed by the candidate, the proposer, and the seconder. A manifesto of one side of A4, per post the candidate is running for, with photograph may also be submitted at the same time.

24.4.1. Candidates for the post of Technical Director must have worked in a position of technical responsibility on a production in the ADC Theatre.

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24.4.2. Candidates for a post in Group O must be in Statu Pupillari of the University of Cambridge and expect to be in residence in Cambridgeshire for the majority of each Full Term whilst an Officer of the Club.

24.4.3. In the event that a candidate standing for a post in Group M does not expect to be in residence in Cambridgeshire for the majority of each Full Term whilst a Member of the Committee, the Committee must approve the candidate to run for election by a two thirds majority.

24.4.4. The Committee shall have the power by a two-thirds majority vote to bar a candidate from standing for any position if it is felt that the individual's election has the potential to be detrimental to the interests of the Club, or that the individual has insufficient experience or knowledge to carry out their role.

24.4.5. In the event of a dispute concerning the exercise of sections 24.4.3 or 24.4.4, prior to the election, those present and eligible to vote at the opening of the Annual General Meeting shall vote on the eligibility of the candidate for inclusion on the ballot.

24.5. In the event of there being no candidate standing for a post by the deadline for the receiving of nominations, the Secretary shall re-open nominations for that post. The new deadline for the receiving of nominations shall be two days prior to the Annual General Meeting.

24.5.1. The Secretary shall publish the name of each candidate, proposer, and seconder, along with each candidate's manifesto, in the Clubroom and online.

24.5.2. In the event of there being no candidate standing for a post by the new deadline for the receiving of nominations, there shall be no election for the post. The new Committee shall co-opt a person to that post with reference to section 25 by the end of Lent term in the case of posts in Group O; and by the end of Easter term in the case of all other posts.

24.5.3. For each post being elected, there shall always be an option to re-open nominations.

24.5A: Candidates for the role of President must participate in a round of hustings, either online or in-person.

24.5A.1: Candidates standing for roles in Group O and/or Group M are not required to participate in a round of hustings, either online or in-person.

24.6. The Committee shall appoint a Returning Officer for the election, who is not standing as a candidate. The Returning Officer shall count the votes and announce the results.

24.7. The ballot paper shall invite voters to select an order of preference among the candidates for each position.

24.8. For the election of all posts, voting shall be by Single Transferable Vote, using the preference order given according to clause 24.7, except in the case of a tie for first place when clause 24.12 shall apply.

24.8A: For the election of all posts, voting must take place online.

24.8A.1: If a Member is unable to cast their vote on the designated online system, it is the responsibility of the Committee to provide them with an alternate form of voting.

24.9. Votes shall be counted for Group O and Group M in that order. Any person elected to a post shall then be removed from the Ballot for other posts.

24.10. In the case of an individual being removed from the ballot for a position in accordance with clause 24.9, any votes for that individual may be transferred to another candidate in accordance with the preference order given according to clause 24.7.

24.11. In the event of "re-open nominations" being returned, nominations shall be re-opened with a deadline set by the Secretary and a second ballot of the relevant post(s) will take place.

24.12. In the case that all candidates in a count are tied, a second ballot shall be held for that position into which only the tied candidates shall be entered.

24.13. Any second ballot will take place at a time and venue determined by the Returning Officer, subject to approval by the President, with reference to the Committee.

Co-option

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25.1. In the event of resignation or of no candidate standing for a post in an election, the vacant post may be co-opted.

25.2. Co-opted Members of the Committee must be Members of the Club.

25.3. Members co-opted to an electable position of the Committee shall assume equal rights to elected members pertaining to Committee business.

25.4. The Committee is not permitted to co-opt the candidate who ran for a position that the Members voted to Re-Open Nominations for in the most recent election period.

#### Tenure

26.1. Members of the Committee elected at the Annual General Meeting shall take office at a handover meeting attended by both the incumbent and incoming Committees. This meeting will take place between the Annual General Meeting and the last day of Lent Full Term. The tenure of the previous holder of the office shall lapse simultaneously.

26.1.1. Co-opted Members of the Committee shall take office immediately. The tenure of the previous holder of the office shall lapse simultaneously.

26.2. At the discretion of the Committee, any Member of the Committee (with the exception of the Senior Treasurer) who ceases to be eligible for Ordinary Membership of the Club shall be deemed to have resigned.

26.2.1. In the event that any Member of the Committee fails to attend two consecutive Committee Meetings without advance apology or good reason, the Committee shall take a simple majority vote as to whether or not that Member shall be deemed to have resigned. The vote shall take place at the second meeting the Member of Committee in question is absent from.

26.2.2. Any Member of the Committee who fails on a regular and consistent basis to perform the duties of their Office, shall be deemed by simple majority vote of the Committee to have resigned. In the event that the Senior Treasurer fails to perform the duties of their office, the Committee shall elect a replacement, having consulted the Junior Proctor.

26.2.3. In the event of dispute over the application of sections 26.2, 26.2.1, and 26.2.2, it shall be settled within the Committee unless the Member of Committee in question wishes to settle it at a Special General Meeting.

#### OFFICERS

27.1. There shall be the following Officers of the Club: President, Secretary, Senior Treasurer, Junior Treasurer, and Technical Director. They shall be accountable to the Committee.

27.2. The Committee shall appoint the Senior Treasurer. The other Officers will be elected by the Members.

27.3. Officers carry the same rights and privileges as Members of the Committee.

27.4. All Officers of the Club, except the Senior Treasurer (see 31.1) must be in Statu Pupillari of the University of Cambridge.

#### General Duties

28.1. The actions of each Officer, relating to their role as an Officer of the Club must be reported to the Committee.

28.2. Each Officer shall keep a record of their activities relating to their role as an Officer of the club, containing copies of all relevant documents, for transfer to the incoming Committee by the last day of Lent Full Term.

28.3. The Officers shall be liable to the same duties as the Members of Committee as defined in section 35.

#### President

29.1. The President shall be elected by the Ordinary Members of the Club not later than the division of the Lent term in each year.

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29.1.1. The conduct of the election shall be the responsibility of the Presiding Officer, who shall be the President, unless the President is standing again, in which case the Presiding Officer shall be the Senior Treasurer.

29.1.2. "Re-open nominations" shall be a candidate in the election.

29.1.3. The election shall be held under the Alternative Vote system. A casting vote is held by the Presiding Officer.

29.1.4. A Presidential election can take place at a Special General Meeting as well as an Annual General Meeting.

29.2. The President-elect shall take office at the Committee handover described in clause 26.1 and shall leave office at the next Committee handover.

29.3. If the incumbent President resigns after the election of the President- elect, the latter shall immediately take office.

29.3.1. In the event of the President resigning at any other time, the Committee shall appoint another Member of the Committee to fill the vacancy until the end of that Committee's tenure. That Member of the Committee will be deemed to have resigned from their original role, and normal resignation procedure applies. In the event of there being no Candidate, the nomination shall be opened to the Ordinary Members of the Club and conducted subject to the same rules as listed in sections 24 and 48.

29.4. A person who has served as President for more than four months shall not be allowed to stand as President again.

29.5. The President is the head of the Club.

29.6. The President shall be responsible for transmitting information about, and the activities of, the Club to the Members and the University.

29.7. The President shall maintain the General Information email list informing subscribers about the activities of the Club.

Secretary

30.1. The Secretary shall convene meetings and keep the minutes thereof and record resolutions passed.

30.2. The Secretary shall maintain minutes of all Committee Meetings past and present, and a paper copy of the Constitution to be kept at the ADC Theatre.

30.3. The Secretary shall send a list of Committee Members to every Ordinary Member at the start of Michaelmas term; and ensure that an up-to- date copy also be maintained on the Club Noticeboard, and on the Club website.

30.4. The Secretary shall keep the Members and public informed of the Club's proceedings as required by the Constitution.

30.5. The Secretary shall ensure the observance of the Constitution by Members.

#### Senior Treasurer

31.1. The Senior Treasurer shall be a member of the Regent House, or another person approved by the Junior Proctor (see also 26.2.2.). The Senior Treasurer shall be a resident Member of the University of MA standing.

31.2. The Senior Treasurer shall be appointed by the Committee and may only be dismissed by a two-thirds majority vote of a General Meeting.

31.3. The Senior Treasurer shall supervise the finances of the Club, and shall have the right to veto expenditure.

#### Junior Treasurer

32.1. The Junior Treasurer shall handle the finances of the Club with the authority to commit or veto expenditure, in consultation with the committee.

32.2. The Junior Treasurer may not set or revise the budget of a show that they are producing.

32.2.1. If the Junior Treasurer is the Producer of a Club Show, the budget for that show must be set and revised by the President and Producers' Representative.

32.2.2. In the case that the President is in a position of budgetary responsibility on a Club Show that the Junior Treasurer is producing, then all budgetary decisions should be approved by the Committee.



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32.2.3. In the case that the Junior Treasurer is in another position of budgetary responsibility, all budgetary decisions shall be taken in consultation with the Committee.

32.3. The Junior Treasurer shall prepare accounts for the last financial year, to finish one week before the Annual General Meeting.

32.3.1. Such accounts duly audited shall be given to the Committee prior to the Annual General Meeting.

32.3.2. Such accounts and a financial report shall be presented at the Annual General Meeting.

32.3.3. A balance sheet for the Club shall be posted on the Club Noticeboard at least 48 hours before the commencement of the Annual General Meeting.

#### Technical Director

33.1. The Technical Director shall endeavour to ensure the smooth running of the technical aspects of all Club Shows.

33.1.1. As a minimum, they shall endeavour to stay in active contact with the relevant members of all Club Show production teams, in order to be aware of plans for each show and assist where necessary. In addition, they shall attempt to ensure shows have adequate people on board for preparation, get ins, and get outs.

33.2. The Technical Director shall help maintain the Crew list informing subscribers of crewing opportunities; and organise workshops, lectures, and other events to promote technical work and to foster technical talent within the Club.

33.3. The Technical Director shall be responsible, in conjunction with the Technicians' Representative, for maintaining the contents of the Club Cupboard (namely, useful technical items and consumables purchased for previous Club Shows) and making them available to future productions.

#### MEMBERS (OF THE COMMITTEE)

34.1. The Directors' Representative, Producers' Representative, Writers' Representative, Stage Managers' Representative, Designers' Representative, Technicians' Representative, Club Publicist, two Actors' Representatives, a Membership Secretary, a Social and Outreach Secretary and a Webmaster shall be known as the Members of the Committee.

#### General Duties

35.1. The Members of the Committee shall be responsible for making all necessary arrangements for at least two Freshers' Shows in Michaelmas term.

35.2. The Committee may decide to give a specific Member of the Committee a new responsibility, which should be performed as if the duty were laid down in the Constitution.

35.3. A Member of the Committee shall be designated show contact for each Club Show. This show contact will be responsible for presenting a weekly report on the show at Committee Meetings and ensuring that there is adequate communication between the Committee and the Production Team of the Club Show at all times. The show contact will meet with the director and/or the producer of the show a week before the show goes up.

35.4. The Directors' Representative, Producers' Representative, Writers' Representative, Stage Managers' Representative, Designers' Representative, Technicians' Representative, and two Actors' Representatives shall be expected to act as points of contact and support for their respective roles on all Club Shows.

#### Directors' Representative

36.1. The Directors' Representative shall represent the views and interests of directors of the Club.

36.2. The Directors' Representative shall help maintain the Directors' and Producers' email list informing subscribers of directing and producing opportunities; and organise workshops, lectures, and other events to promote directing, and to foster directing talent within the Club.

#### Producers' Representative

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37.1. The Producers' Representative shall represent the views and interests of producers of the Club.

37.2. The Producers' Representative shall help maintain the Directors' and Producers' email list informing subscribers of directing and producing opportunities; and organise workshops, lectures, and other events to promote producing, and to foster producing talent within the Club.

#### Writers' Representative

38.1. The Writers' Representative shall represent the views and interests of writers of the Club.

38.2. The Writers' Representative shall help maintain the writers' email list informing subscribers of writing opportunities; and organise workshops, lectures, and other events to promote writing, and to foster writing talent within the Club.

#### Stage Managers' Representative

39.1. The Stage Managers' Representative shall represent the views and interests of stage managers of the Club.

39.2. The Stage Managers' Representative shall be responsible for the CUADC Properties Store, storing useful or valuable Stage Properties in an orderly manner and making them available for use in Club Shows, as well as in other shows at the Stage Managers' Representative's discretion.

39.2.1. The Stage Managers' Representative, at their discretion, may issue fines for the loss or damage of CUADC Stage Properties, at no more than the value of the lost or damaged Property.

39.3. The Stage Managers' Representative shall help maintain the Technical Vacancies email list informing subscribers of opportunities for technicians and stage managers; organise workshops, lectures, and other events to promote stage management work, and foster stage management talent within the Club.

#### Designers' Representative

40.1. The Designers' Representative shall represent the views and interests of designers of the Club.

40.2. The Designers' Representative shall be responsible for the Club Costume Store, storing useful or valuable Costumes in an orderly manner and making them available for use in Club Shows, as well as other shows at the Designers' Representative's discretion.

40.2.1. The Designers' Representative, at their discretion, may issue fines for the loss or damage of items from the Costume Store, at no more than the value of the lost or damaged items.

40.3. The Designers' Representative shall help maintain the Technical Vacancies e-mail list informing subscribers of designing opportunities; and organise workshops, lectures, and other events to promote designing, and to foster designing talent within the Club.

#### Technicians' Representative

41.1. The Technicians' Representative shall represent the views and interests of technicians of the Club.

41.2. The Technicians' Representative shall be responsible, in conjunction with the Technical Director, for maintaining the contents of the Club Cupboard (namely, useful technical items and consumables purchased for previous Club productions) and making them available to future productions.

41.3. The Technicians' Representative shall help maintain both the Technical Vacancies email list informing subscribers of opportunities for technicians and stage managers and the Crew list informing subscribers of crewing opportunities; and organise workshops, lectures, and other events to promote technical work and to foster technical talent within the Club.

#### Club Publicist

42.1. The Club Publicist shall represent the views and interests of publicists and publicity designers of the Club.

42.2. The Club Publicist shall advise the production team of a Club Show on any and all publicity matters.

42.3. The Club Publicist must approve all print and digital publicity including programmes for a Club Show.

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42.4. The Club Publicist shall produce publicity for the Club as required.

42.5. The Club Publicist shall be responsible for conveying information about the Club and its activities to the general public.

42.6. The Club Publicist shall manage the Club's social media accounts.

42.7. The Club Publicist shall be responsible for maintaining the Club Noticeboard.

42.8. The Club Publicist shall produce a 'Get-Involved' Booklet for incoming students.

42.9. The Club Publicist shall endeavour to organise workshops, lectures, and other events to assist publicity designers and publicists, and to foster such talent within the Club.

#### Actors' Representatives

43.1. The Actors' Representatives shall represent the views and interests of actors and performers of the Club.

43.2. The Actors' Representatives shall help maintain the Actors' email list informing subscribers of acting opportunities; and organise workshops, lectures, and other events to promote acting, and to foster acting talent within the Club.

#### Membership Secretary

44.1. The Membership Secretary shall represent the views and interests of the general membership of the Club.

44.2. The Membership Secretary shall be responsible for maintaining and updating the Membership database and website.

44.3. The Membership Secretary shall maintain the Alumni email list informing subscribers about the activities of the Club.

#### Social and Outreach Secretary

45.1. The Social and Outreach Secretary shall be responsible for ensuring that individuals new to theatre and those participating in a Club Show have access to the support provided by the Members of the Committee.

45.2. The Social and Outreach Secretary shall be responsible for organising and publicising social events for the membership of the Club. They shall aim to provide at least one Club social event per term.

45.3. The Social and Outreach Secretary shall aim to organise a Club Dinner for Members of the Club in Lent Term.

45.4. The Social and Outreach Secretary shall be responsible for coordinating the campaign to get incoming students involved in theatre at the start of the academic year.

#### Webmaster

46.1. The Webmaster shall be responsible for maintaining the Club website and for the administration of all Club mailing lists.

46.1.1. The Webmaster shall maintain the Records of the Club and make them available to Members of the Club on the Club website. The Records include (1) the minutes of General Meetings; (2) the minutes of Committee Meetings; (3) a copy of the current Constitution; (4) copies of previous versions of the Constitution, dating back at least four years; (5) a list of each Member of the Committee showing full names, offices, and committee email addresses.

46.2. The Webmaster shall be responsible, as a minimum, for ensuring that the Club website provides information on upcoming Club Shows, the contact details of the Committee and access to Committee Meeting Minutes.

#### GENERAL MEETINGS

47.1. There shall be one Annual General Meeting a year; and Special General Meetings as required, subject to the Constitution.

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47.2. At each General Meeting the minutes of the previous General Meeting shall be available. At each Annual General Meeting the minutes of the previous Annual General Meeting shall be available.

#### Conduct of General Meetings

48.1. General Meetings shall consist of Special General Meetings and the Annual General Meeting.

48.2. General Meetings shall not be held out of Full Term.

48.3. Any three Members of the Committee, or any five Members of the Club may, by giving written notice duly signed to the Secretary, require the Secretary to call a Special General Meeting.

48.4. A Special General Meeting shall take place not more than ten days of Full Term after notice is given in accordance with 17.2, 18.1, 18.2, 48.3 or an objection in accordance with 58.2.4 is made to the Secretary, except if such notice is given within 14 days of a scheduled Annual General Meeting, in which case a Special General Meeting shall not take place and instead the matter shall be dealt with at the Annual General Meeting. In the case of objections in accordance with 57.5.1 the objection may be instead dealt with at a scheduled Annual General Meeting that is within 28 days of such an objection.

48.5. A Special General Meeting shall be publicised via the Club Members' e-mail list and notice with an agenda shall be sent to every Ordinary Member, not less than three clear days before the date of the meeting.

48.6. The quorum for a General Meeting shall be twenty Ordinary Members of the Club.

48.7. The President, or a deputy appointed by the President, or by the Committee in the absence of the President, shall take the Chair.

48.7.1. Questions of procedure of General Meetings not specified by the Constitution, shall be determined by the Chair of the General Meeting and be applicable only for that specific General Meeting.

48.8. A General Meeting shall have the power, on a two-thirds majority of those present, to reverse any decision of the Committee and rule on amendments to

the Constitution, provided that the financial affairs of the Club shall be subject to veto by the Senior Treasurer.

#### Annual General Meetings

49.1. The Annual General Meeting shall take place in the last quarter of the Lent term.

49.2. Every Ordinary Member shall be given seven clear days' notice of the Annual General Meeting, publicised via the Club Members' e-mail list.

49.3. Every Ordinary Member shall be sent a copy of sections 24, 25, 47, 48, 49 and 50 five clear days before the Annual General Meeting.

49.4. Elections to the Committee shall take place at the Annual General Meeting.

#### Ballots

50.1. Any decision of a General Meeting except the election of the Committee may be challenged by any twenty Ordinary Members of the Club, by giving written notice, duly signed by each such Member, to the Secretary within three clear days of the General Meeting.

50.2. Any decision thus challenged shall be put to a ballot of all the Ordinary Members of the Club and the said decision shall be suspended until the ballot has taken place.

50.2.1. A separate ballot shall take place on each decision challenged, although they may be held simultaneously.

50.3. The Committee shall appoint a Returning Officer for the ballot, who shall organise the ballot, count the votes, and declare the result.

50.4. A ballot shall be taken not more than one week after the challenging of any decision.

50.5. A ballot shall be publicised at least five days in advance to every Ordinary Member via the Club Members' e-mail lists.

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50.6. The Ballot Box shall normally be situated on the premises of the ADC Theatre and voting shall take place for no fewer than four hours between midday and 8pm on the specified day in Full Term.

50.7. The Ballot Box shall be opened and the votes counted in the same place as voting takes place, immediately after the close of voting.

50.7.1. Any Member of the Club shall have the right to be present at the opening of the Ballot Box and to scrutinise the counting.

### SELECTION AND CONDUCT OF CLUB PRODUCTIONS

#### Selection

51.1. Applications for term-time shows at the ADC Theatre or Corpus Playroom shall be submitted to the applications process administered by the ADC Theatre. In the event that the Committee, by two thirds majority vote, chooses not to participate in this process, or is selecting shows beyond the scope of the Shows Selection Process, clauses 51.2 through 51.3.3 apply.

51.2. The Committee shall invite people to apply to stage Club Shows in the following term. This shall be publicised via the Club's e-mail lists not later than the division of Term. Productions may be scheduled more than one term in advance if the Committee deems it is in the Club's best interests, both financially and pursuant to section 2.

51.3. Applicants shall be required to state in their written application the nature of the proposed production and provide a consideration of unusual financial or production requirements.

51.3.1. There shall be no limitation in the number of applications that can be submitted for consideration per applicant.

51.3.2. Applications shall be selected by a Shows Selection Panel that should, in the first instance, include the President and at least one other Committee Member.

51.3.3. In the event that the President is unable to serve on the Shows Selection Panel they shall arrange for a Committee Member to replace them. In the first instance, this should be an Officer of the Club.

51.4. The productions undertaken by the Club for the following term shall be chosen by the Funding Selection Panel.

51.4.1. The Funding Selection Panel shall consist of the President, Junior Treasurer, and at least three other Members of the Committee.

51.4.2. No Members of the Committee involved in an application shall be permitted to serve on the Funding Selection Panel for that term.

51.4.3. In the event that the Junior Treasurer has been involved in an application they shall be replaced on the Funding Selection Panel by the Senior Treasurer.

51.4.4. In the event that the President has been involved in an application they shall arrange for a Committee Member to replace them. In the first instance, this should be an Officer of the Club.

51.4.5. The Panel shall call applicants as it wishes for interview and shall give such applicants notice in writing.

51.4.6. The Funding Selection Panel shall not divulge any details of the applications or deliberations to any person during or after the process of show selection, except to the venue management and Committee as necessary and appropriate.

51.4.7. The Funding Selection Panel shall have regard for section 2 and the general interest of the Club in choosing productions.

51.4.8. The Funding Selection Panel shall complete its selection of productions before the end of Full Term, and its decisions shall be final in the matter of show selection.

#### Conduct

52.1. The Committee shall require the Director and Producer to sign a contract with the Club which contains an agreement to produce the production subject to conditions and deadlines determined by the Committee and within a defined

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budget, to be signed also by the President and Junior Treasurer by the end of the term prior to the production, where possible.

52.1.1. The Committee shall require the Director of a Club Show to hold open auditions; and to make available and maintain an up-to-date cast list.

52.1.2. The Committee shall require the Producer of any Club Show to openly advertise production and technical positions, and to make available and maintain an up-to-date crew list.

52.1.3. The Committee shall ensure that any selection panel for either cast or crew is able to carry out its duties in a fair, informed and timely manner.

52.2. The Committee shall have the power to appoint or dismiss such administrative or technical officers (including the Producer) as may be necessary to the satisfactory conduct of the production.

52.2.1. The Committee shall have the power upon good cause to dismiss the Director of a production.

52.3. The Committee shall have the power, in exceptional circumstances, to cancel a production. The Club Committee must pass this cancellation unanimously. In the event of any person directly involved in the production being on the Committee, that individual will not be entitled to vote upon the matter.

52.4. The Committee shall require justification from Producers and Directors prior to the appointment of a Special Member, Associate Member, or Honorary Member to any role in a Club Show. This appointment should only be made where a suitably qualified Ordinary Member cannot be found to fill the role.

52.5. The Producer and/or Director shall be responsible for keeping their show contact on the Committee regularly informed of the progress of the production.

53.1. Subject to the observance of the Constitution, the Committee shall respect, within reason, the artistic independence of the Director of a Club Show.

#### Budgets

54.1. The Junior Treasurer shall make available to the Committee a detailed budget for each Club production when requested to do so by the Committee.

54.2. Such budgets, and any subsequent amendments, shall be held on file by the Junior Treasurer. Any Member of the Club shall have the right to view these budgets.

54.3. The Committee shall have power to require the revision of a budget and to lay down general limits for expenditure.

54.4. The Committee shall have power to disavow any expenditure incurred in connection with a production before the approval of a budget.

54.5. The Producer shall not permit expenditure to exceed the approved budget without again seeking the approval of the Committee.

54.6. In the event of budgets being exceeded without the approval of the Committee the Producer of the production shall be personally liable for the excess and the Club shall not be liable unless the Committee decides retrospectively to increase the budget.

#### Financial Responsibility

55.1. No Member shall incur or commit the Club to any expenditure without the previous authority of the Senior Treasurer or the Junior Treasurer; or, in the case of expenditure on Club Shows, the Producer.

55.2. Any Member of the Club who incurs debts in the name of the Club shall be personally liable unless or until this expenditure is approved by the Senior Treasurer or the Junior Treasurer; or in the case of expenditure on Club Productions, by the Producer.

#### Financial Policy

56.1. The Junior Treasurer shall maintain a Club Financial Policy and make it available to any Member upon request.

56.2. The Committee and Senior Treasurer shall review the Club Financial Policy annually.

56.3. Changes to the Club Financial Policy shall require a two thirds majority of the Committee and the approval of the Senior Treasurer.

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56.4. The Junior Treasurer shall provide provisional accounts for the year to date to the committee and Senior Treasurer at the first Committee meetings of Michaelmas and Lent Terms.

56.5 All payments made by the Club shall require written approval from two signatories who may be the President, Junior Treasurer or Senior Treasurer.

56.6 The club may hold a bank account with the ability to transact payments online. The account will be chosen to meet requirements specified in sections 56.6.1 and 56.6.2

56.6.1 The online account will facilitate the use of multiple users. The Senior Treasurer will be the user allocated the most unrestricted access to the account and will designate the President and Junior Treasurer as delegate users. Their access permissions on the account will be agreed with the Senior Treasurer subject to 56.6.2.

56.6.2 The Junior Treasurer will be able to commit expenditure on the account and if facilitated by the account, conditional upon explicit authentication from a second signatory

56.6.3 A complete history of online transactions must be available to the Committee at every committee meeting and at any other time upon request. Failure to provide and account for the transaction history will be dealt with in accordance with 26.2.2

56.6.4 All transactions which exceed a threshold, agreed by each new Committee, will be declared at each committee meeting. This threshold may be revised at any time by Committee majority vote

#### CLUB PROPERTY

57.1. No person shall remove from the Club's Premises any Club Property without the permission of the Committee.

57.2. Any damage done by any person to Club Property shall be made good at the said person's own expense, at the discretion of the Committee.

57.3. Club Property may only be used in a production with the permission of the Committee, or any person to whom the Committee has delegated such power.

57.4. Club Property may be loaned to non-Club Shows, on terms decided by the Committee or any person to whom the Committee has delegated such power.

57.5. Any damage made to Club Property under the terms of 57.4 should be made good at the expense of the hirer.

#### CONSTITUTION

58.1. The Club Constitution shall be made available to Members of the Club at the ADC Theatre and on the Club's website.

58.2. The Constitution of the Club shall be reviewed by the Committee each year before the division of Lent Term. Any proposed alteration made to the Constitution must follow the procedure laid down in 58.2.2 through 58.2.4.

58.2.1. Any five Members of the Club may propose alteration to the Constitution by giving written notice to the Secretary, duly signed, and with the full text of the proposal. Any proposed alteration made to the Constitution must follow the procedure laid down in 58.2.2 through 58.2.4.

58.2.2. The Secretary shall publicise the full text of proposal to Members on the Member's mailing list.

58.2.3. If no objection to the proposal has been received in writing, with a reason, by the Secretary from an Ordinary Member of the Club after one week, counted in Full Term, the alteration shall take immediate effect.

58.2.4. If an objection to the proposal be made, the proposal shall be presented to a Special General Meeting, called by the Secretary, subject to the procedures and conduct of a Special General Meeting as laid down in section 48.

58.3. The Constitution shall not be altered out of Full Term.

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58.4. No alteration relating to the role of Senior Treasurer may be made to the Constitution without the previous written approval of the Junior Proctor.

TERMINATION

59.1. The Club shall not terminate except by a resolution, passed by a two thirds majority of a Special General Meeting convened for the purpose. Such a resolution must include provisions for the distribution of any surplus assets, taking in account the advice of the Junior Proctor.