



Cambridge University Amateur Dramatic Club

CONSTITUTION

Effective 02/03/16 Version 1

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 the ADC; 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 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. Notwithstanding the above, the financial impact of any activity of the Club must be taken into account.
 - 2.3. It shall be the Club's constant endeavour to present the widest possible range of theatrical productions and activities and to develop and employ for the execution of its productions the best available student talent; to foster and encourage new writing, and original and experimental types of production; 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 running of the ADC Theatre.

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 gender.
- 3.3. Any retrospective dispute shall be resolved under the Constitution in force at the time of the disputed event.
- 3.4. Productions funded by the Club shall be known as Clubshows.

RELATIONSHIP WITH THE ADC THEATRE

- 4.1. Ownership of the premises of the ADC Theatre is vested in the paid up Ordinary Members of the Club and Associate Members whose interests are looked after by the Trustees of the Club.
 - 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.
-
- 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 shall at the meeting of the next Club Committee following any meeting of the University Committee of Management or of the Executive Sub-Committee deliver a full report on the relevant proceedings of these committees 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. 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 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.
- 7.2. There shall be no upper limit to the number of productions presented by the Club in each term.
- 7.3. 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.
- 7.4. 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 10 through 13.

Subscription

- 9.1. There shall be two categories of Subscription: Full Subscription and Annual Subscription.
- 9.2. An individual who possesses Subscription shall be an Ordinary Member whenever the individual satisfies the conditions of Ordinary Membership, defined in clause 10.1. At all other times the individual shall be an associate member..
- 9.3. Only an individual who satisfies the conditions of Ordinary Membership, defined in clause 10.1, shall be eligible to purchase Subscription.
- 9.4. The Committee may, at its discretion, allow an individual to purchase full subscription even if they do not satisfy the conditions of Ordinary Membership.
- 9.5. Annual subscription shall last for a period of one year from the date of purchase.
- 9.6. Full Subscription is for life
- 9.7. 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.

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

Ordinary Membership

10.1. 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 be a student at an educational establishment within the City of Cambridge. In both cases, the individual must be no younger than 17 years of age.

10.2. Ordinary Membership shall only be available through Subscription.

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 51.4

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. A Special Member must pay a fee, determined by the Committee.

12.4. Special Membership shall only be awarded in accordance with clause 51.4

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 Clubshows. Other Members shall be allowed to participate in Clubshows subject to section 51.4.
- 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.
- 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 good cause.

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 is good cause 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.
- 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 16 shall have the right to appeal the decision of the General Meeting as defined in section 49.

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.

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 as arranged at the previous meeting, 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 to the Committee at least three clear days before the meeting.
- 21.3. Eight 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. Out of Full Term, the Senior Treasurer may authorise a lowering of the quorum if too few Members of the Committee are in residence.

- 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 may accept votes in written form in advance from Committee Members unable to attend a meeting.
 - 21.9. The Committee may invite any person to a Committee Meeting, provided that such a person shall not be allowed to vote.
 - 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 at the ADC Theatre and on the club website within 14 days of the meeting (where technically possible).
 - 22.2. The Committee may decide to omit, by majority vote, confidential business from the minutes.

Sub-Committees

- 23.1. The Committee may appoint a Sub-Committee to consider and advise on a specific matter.
- 23.2. 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.
- 23.3. The proceedings of a Sub-Committee shall be decided by its Members at its first meeting.
- 23.4. The quorum of a Sub-Committee shall be three.
- 23.5. 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.
- 23.6. The Committee shall have the power to dissolve a Sub-Committee.

Election

- 24.1. The election of the Committee shall be held at the Annual General Meeting of the Club.
- 24.2. The following posts shall be up for election: Group A – Secretary, Junior Treasurer and Technical Director; Group B – Directors’ Representative, Producers’ Representative, Stage Managers’ Representative, Designers’ Representative, Technician’s Representative, Publicist and two Actors’ Representatives; and Group C – General Membership Secretary and Social and Outreach Secretary.
- 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 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.
 - 24.4.2. Candidates for a post in Group A must 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 either Group B or C 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 24.4.4 or 24.4.6, 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.
 - 24.4.6. The Committee may validate a nomination which has been submitted within the required deadline but was invalidated because of procedural error by the Secretary.
- 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 on the Club Noticeboard along with each manifesto received.
 - 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 A; 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.
- 24.6. 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 the Actors' Representatives and General Members, voting shall be by Single Transferable Vote, using the preference order given according to clause 24.7. For the election of all other posts, voting shall be by Simple Majority Vote, except in the case of a tie for first place when clause 24.12 shall apply.
- 24.9. Votes shall be counted for Groups A, B, and C 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 event of a tie for a position, the votes shall be recounted, with all candidates other than the tied candidates eliminated and votes for eliminated candidates transferred according to the preference order given according to clause 24.7. This shall be repeated until one candidate obtains a simple majority or all candidates in a particular count are tied. 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

- 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.

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 Ordinary Member of the Committee who ceases to be eligible for Ordinary Membership of the Club shall be deemed to have resigned.
- 26.2.1. Any Member of the Committee who fails to attend two consecutive Committee Meetings without advance apology or good reason shall be deemed to have resigned.
- 26.2.2. Any Member of the Committee, except the Senior Treasurer, who fails on a regular and consistent basis to perform the duties of their Office, shall be deemed to have resigned.
- 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 by 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 President and 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.

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 correspondence and 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 Committee from among its Members not later than the division of the Lent term in each year.
 - 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. In the event of there being no Candidate, or of "re-open nominations" being returned, 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.
- 29.2. The President-elect shall take office at the Committee handover described in clause 26 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. 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 47.
- 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 activities of, the Club to the Members and the University
- 29.7. The President shall maintain the General Information e-mail list informing subscribers about the activities of the Club.
- 29.8. The President shall maintain the Alumni e-mail list informing subscribers about the activities of the Club on a termly basis.

Secretary

- 30.1. The Secretary shall convene meetings and keep the minutes thereof and record resolutions passed.
- 30.2. The Secretary shall maintain the Records of the Club and make them available to any Member of the Club. The Records include: (1) a Minute Book of General Meetings; (2) Minutes of all Committee Meetings past and present; (3) two copies of the Constitution; (4) a list of each Member of the Committee, showing

full names, colleges, offices and contact details; and (5) copies of previous versions of the Constitution, dating back at least four years.

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 resident Member of the University of MA standing. The Senior Treasurer shall be ex-officio a Member of the Committee and shall have the rights of an Ordinary Member.

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 Clubshow, the budget for that show must be set and revised by the President and Producer's Representative, with the approval of the Committee.

32.2.2. The President cannot be in a position of budgetary responsibility on a Clubshow that the Junior Treasurer is producing. In the event that this situation occurs upon their election all budgetary decisions should be taken by the Committee.

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 Clubshows.

33.1.1. As a minimum, they shall endeavour to stay in active contact with the relevant members of all Clubshow 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 both preparation and get ins.

33.2. The Technical Director shall help organise workshops, lectures, and other events to promote technical work; and foster technical talent within the Club.

MEMBERS (OF THE COMMITTEE)

34.1. The Directors' Representative, Producers' Representative, Stage Managers' Representative, Designers' Representative, Technician's Representative, Publicist, two Actors' Representatives, a Membership Secretary and a Social and Outreach Secretary 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 Clubshow. This show contact will be responsible for ensuring that there is adequate communication between the Committee and the Production Team of the Clubshow.

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' e-mail 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

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.

Stage Managers' Representative

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

38.2. 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 Clubshows.

38.3. The Stage Managers' Representative shall help maintain the Production Team Vacancies e-mail 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

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

39.2. 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 Clubshows.

39.3. The Designers' Representative shall help maintain the Designers' 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.

Technician's Representative

- 40.1. The Technician's Representative shall represent the views and interests of technicians of the Club.
- 40.2. The Technician's Representative shall be responsible 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.
- 40.3. The Technician's Representative shall help maintain both the Production Team Vacancies e-mail 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.

Publicist

- 41.1. The Publicist shall represent the views and interests of publicists and publicity designers of the Club.
- 41.2. The Publicist shall advise the production team of a Clubshow on any and all publicity matters.
- 41.3. The Publicist must approve all publicity for a Clubshow.
- 41.4. The Publicist shall produce publicity for the Club as required.
- 41.5. The Publicist shall be responsible for conveying information about the Club and its activities to the Members and the University. The Publicist shall maintain the content of the Club website and manage the Club's social media accounts.
- 41.6. The 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

- 42.1. The Actors' Representatives shall represent the views and interests of actors of the Club.
- 42.2. The Actors' Representatives shall help maintain the Actors' e-mail 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

- 43.1. The Membership Secretary shall represent the views of theatre-goers in general.

- 43.2. The Membership Secretary shall be responsible for maintaining and updating the Membership database.
- 43.3. The Membership Secretary shall also be responsible for maintaining the Club Albums containing advertising material, programmes, photos, press cuttings and other relevant material.

Social and Outreach Secretary

- 44.1. The Social and Outreach Secretary shall represent the views and interests of the wider membership of the Club.
- 44.2. The Social and Outreach Secretary shall be responsible for ensuring that individuals new to theatre and those participating in a Clubshow have access to the support provided by the Members of the Committee.
- 44.3. 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.

Webmaster

- 45.1. The Webmaster shall be responsible for maintaining the Club website.
- 45.2. The Webmaster shall be co-opted by the Committee no less than two weeks after the Committee taking office.
- 45.3. The Webmaster must be an Ordinary Member of the Club.
- 45.4. The Webmaster shall have no voting rights on the Committee, but may attend any meeting.
- 45.5. The Webmaster shall be required to attend the first Committee meeting of each term.

GENERAL MEETINGS

- 46.1. There shall be one Annual General Meeting a year; and Special General Meetings as required, subject to the Constitution.
- 46.2. 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

- 47.1. General Meetings shall consist of Special General Meetings and the Annual General Meeting.

- 47.2. General Meetings shall not be held out of Full Term.
- 47.3. 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.
- 47.4. 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, 47.3 or an objection in accordance with 57.5.1 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.
- 47.5. A Special General Meeting shall be publicised via the Club Members' e-mail list and upon the Club Noticeboard and notice with an agenda shall be sent to every Ordinary Member, not less than three clear days before the date of the meeting.
- 47.6. The quorum for a General Meeting shall be twenty voting Members of the Club.
- 47.7. The President, or a deputy appointed by the President, or by the Committee in the absence of the President, shall take the Chair.
- 47.7.1. 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.
- 47.8. 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

- 48.1. The Annual General Meeting shall take place in the last quarter of the Lent term.
- 48.2. Every Ordinary Member shall be given seven clear days' notice of the Annual General Meeting, publicised via the Club Members' e-mail list and upon the Club Noticeboard.
- 48.3. Every Ordinary Member shall be sent a copy of sections 24, 25, 46, 47, 48 and 49 five clear days before the Annual General Meeting.
- 48.4. Elections to the Committee shall take place at the Annual General Meeting.

Ballots

- 49.1. 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 48 hours of the General Meeting.

- 49.2. 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.
 - 49.2.1. A separate ballot shall take place on each decision challenged, although they may be held simultaneously.
- 49.3. The Committee shall appoint a Returning Officer for the ballot, who shall organise the ballot, count the votes, and declare the result.
- 49.4. A ballot shall be taken not more than one week after the challenging of any decision.
- 49.5. A ballot shall be publicised at least five days in advance to every Ordinary Member via the Club Members' e-mail lists and upon the Club Noticeboard.
- 49.6. 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.
- 49.7. The Ballot Box shall be opened and the votes counted in the same place as voting takes place, immediately after the close of voting.
 - 49.7.1. 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

- 50.1. The Committee shall invite people to apply to stage Clubshows in the following term. This shall be publicised via the Club's e-mail lists and upon the Club Noticeboard 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.
- 50.2. 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.
 - 50.2.1. There shall be no limitation in the number of applications that can be submitted for consideration per applicant.
 - 50.2.2. Applications for termtime shows at the ADC Theatre or Corpus Playroom shall be submitted to the applications process administered by the ADC Theatre. Applications shall be selected by a Shows Selection Panel that must include the President and at least one other Committee Member
- 50.3. The productions undertaken by the Club for the following term shall be chosen by the Funding Selection Panel

- 50.3.1. The Funding Selection Panel shall consist of the President, Junior Treasurer, and at least three other Members of the Committee.
- 50.3.2. No Members of the Committee involved in an application shall be permitted to serve on the Funding Selection Panel for that term.
- 50.3.3. The Panel shall call applicants as it wishes for interview and shall give such applicants notice in writing.
- 50.3.4. 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.
- 50.3.5. The Funding Selection Panel shall have regard for section 2 and the general interest of the Club in choosing productions.
- 50.3.6. 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

- 51.1. 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 budget, to be signed also by the President and Junior Treasurer by the end of the term prior to the production, where possible.
 - 51.1.1. The Committee shall require the Director of a Clubshow to hold open auditions; and to make available and maintain an up-to-date cast list.
 - 51.1.2. The Committee shall require the Producer of any Clubshow to openly advertise production and technical positions, to hold interviews for those positions where deemed suitable by the Committee, and to make available and maintain an up-to-date crew list.
 - 51.1.3. 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.
- 51.2. 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.
 - 51.2.1. The Committee shall have the power upon good cause to dismiss the Director of a production.
- 51.3. 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.
- 51.4. The Committee shall require justification from Producers and Directors prior to the appointment of a Special, Associate, or Honorary Member to any role in a

Clubshow. This appointment should only be made where a suitably qualified Ordinary Member cannot be found to fill the role.

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

52.1. Subject to the observance of the Constitution, the Committee shall respect the artistic independence of the Director of a Clubshow.

Budgets

53.1. The Junior Treasurer shall submit a detailed budget for each production to the Committee, by such date as the Committee may require.

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

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

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

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

53.6. 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

54.1. 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 Productions, the Producer.

54.2. 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

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

- 55.2. The Committee and Senior Treasurer shall review the Club Financial Policy Annually.
- 55.3. Changes to the Club Financial Policy shall require a two thirds majority of the Committee and the approval of the Senior Treasurer
- 55.4. 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.
- 55.5. All payments made by the Club shall require two signatories who may be the President, Junior Treasurer or Senior Treasurer.

CLUB PROPERTY

- 56.1. No person shall remove from the Club's Premises any Club Property without the permission of the Committee.
- 56.2. 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.
- 56.3. 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.
- 56.4. Club Property may be loaned to non Clubshows, on terms decided by the Committee or any person to whom the Committee has delegated such power.
- 56.5. Any damage made to Club Property under the terms of 56.4 should be made good at the expense of the hirer.

CONSTITUTION

- 57.1. The Club Constitution shall be made available to Members of the Club at the ADC Theatre and on the Club's website.
- 57.2. The Constitution of the Club shall be reviewed by the Committee each year before the division of Lent Term. Any alteration made to the Constitution must follow the procedure laid down herein.
- 57.3. 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.
- 57.4. The Secretary shall publicise the proposal to Members, and shall also post the full text of the proposal on the Club Noticeboard
- 57.5. 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.

57.5.1. 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 47.

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

TERMINATION

58.1. 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.