

Leeds University Union Backstage Society

CONSTITUTION

Definitions

Activities Executive - the elected students representing Clubs and Societies as outlined in bye-law 11:2

1 Name, Aims and Objectives

1.1 The name of the Society is Leeds University Union Backstage Society, abbreviated to LUU Backstage, hereafter referred to as the Society, or such other name agreed at an AGM or EGM with the approval of the Activities Officer.

1.2 The objectives of the Society are:

1.2.1 The aim of the Society shall be to provide a forum through which members of the Society may participate in crewing opportunities within Leeds University Union, which may include but is not limited to activities such as Lighting Design and Operation, Sound Design and Engineering, Stage Management and Crewing, Set Design and Construction, and Prop Construction.

1.2.2 The Society should also provide members with sufficient opportunity to progress and develop new skills. Whilst aiming to produce a high standard of work, it is essential the Society continues to be an educational outlet for its members, which may include, but is not limited to the media of training courses and development positions on crews.

1.3 The work of the Society shall be entirely voluntary, with members of the Society volunteering their time and effort. No member of the Society shall be obliged to work on any production the Society is involved with.

1.4 While the Society may work in any venue in Leeds or elsewhere, the Society has a particular responsibility for Leeds University Union society performances in the Riley Smith Theatre. Society productions taking place in the Riley Smith Theatre shall be prioritised over productions taking place elsewhere, provided the Society's assistance is requested an acceptable period in advance of the performance.

2 Membership

2.1 Membership takes effect on completion of registration online with the Society. This will include payment of the Society membership fee, as determined by the Society Committee.

2.2 Categories of membership and associate rights. Members only have the rights outlined in the relevant box.

Category Rights

2.2.1 Full Membership may be

granted only to current Members of Leeds University Union. Members are as defined in the Articles.

- To attend all meetings and take part in society activities
- To vote on all questions of policy within the Society
- To nominate candidates for election as Core Officer
- To vote to appoint the Core Officers and the Committee Members of the Society
- To hold office on and stand for election as a Core Officer or Committee Member of the Society
- Membership fees and participation in activities may be subsidised using LUU

- Receive priority when under consideration for roles in a production as outlined in section 9 Leeds
- To attend all meetings and take part in society activities (other than competing in external competitions)

2.2.
2

Associate Membership may

- To serve on the Committee, other than as a Core Officer, and stand for election as a Committee Member of the Society
- Membership fees and participation in activities *cannot* be subsidised using LUU grants.

• 2.2.3 **Alumni Membership** may be

To attend all meetings and granted to graduates of the University of Leeds take part in society activities (other than competing in external competitions)

- To hold office on and stand for election as a Committee Member of the Society
- Membership fees and participation in activities *cannot* be subsidised using LUU grants.

2.2.4 **Honorary Life Membership** may

be granted to a person that the Society wishes to honour for services to the group

- To attend all meetings and take part in society activities (other than competing in external competitions)
- Membership fees and participation in activities *cannot* be subsidised using LUU grants.

Ex-Officio members will be the Activities Officer and the relevant Activities Executive representative

- To attend all meetings and take part in society activities
- To vote on all questions of policy within the Society
- To nominate candidates for election as Core Officers and Committee Members of the Society
- To vote to appoint the Core Officers and the Committee Members of the Society
- Membership fees and participation in activities may be subsidised using LUU grants

2.2.6

Public Membership may be granted to any member of the public with permission of the Activities Officer where there is good reason for granting such permission

- To attend all meetings and take part in society activities (other than competing in external competitions)
- Membership fees and participation in activities *cannot* be subsidised using LUU grants.

2.3 Expulsion and Suspension

2.3.1 Any member, other than Ex-Officio Members, may be suspended or expelled from any or all rights, including membership, for any period by a decision of the Core Officers of the Society, so long as the decision was made using the procedure outlined in this section.

2.3.2 The Society Core Officers must consult at the earliest opportunity with the Activities Manager, or their nominee, for support in dealing with a disciplinary matter relating to any member. Otherwise, any subsequent decision will be treated as void.

2.3.3 The Society Core Officers can expel or suspend any member of the group so long as they have taken explicit advice from the Activities Manager *and* informed the individual affected of the reason/s for the decision in writing.

2.3.4 The Society Core Officers must immediately notify the Activities Officer, in writing, of any expulsions or suspensions with a summary of the reason/s for the decision.

2.3.5 Expelled or Suspended members may request that the decision of the Core Officers is reviewed by the Activities Officer so long as the request is submitted in writing to the Activities Officer within 14 days of being notified of this decision.

2.3.6 On receipt of a request for a review, the Activities Officer will:

- acknowledge receipt of the request as soon as reasonably possible;
- notify the Society Core Officers and the Activities Manager that a review is taking place;
- if necessary consult with relevant parties regarding the original decision and may take into account new information;

- will decide whether to uphold, modify or overturn the original decision and
- will inform both parties of the outcome of their decision within 14 days.

2.3.6 If the Activities Officer upholds the decision to Expel or Suspend the member, the matter will be deemed as having been through an LUU disciplinary procedure and the individual will therefore have the right to appeal to the Disciplinary Appeals Body, as outlined in Bye-Law 17: Discipline and Appeals.

3 Society Committee Members

3.1 The Committee shall consist of the three Core Officers, and up to five Additional Members.

3.2 The three Core Officers must be Full Members as outlined in paragraph 2.2.1.

3.3 Any Additional Committee Members must be either Full, Associate or Alumni Members as outlined in paragraphs 2.2.1 to 2.2.3.

3.4 All Committee Members will be appointed by a vote of Full Members at the AGM or an EGM. Where a Society wishes to appoint Associate Members or Alumni Members to Additional Committee roles, the appointment will need to be approved by the Activities Officer to ensure there is good reason not to offer the role to a Full Member. In any case, the majority of committee members must be Full Members of the Society.

3.5 The term of office of all Committee roles will be approximately twelve months. Ordinarily Officers will only serve for one term in any role.

4 Core Officer Roles and Duties

4.1 The Core Officers (“the Backstage Exec”) have overall responsibility for the good running and financial oversight of the Society for the benefit and welfare of its members and in line with the stated aims and objectives.

4.2 The primary duties and responsibilities of the Core Officers are:

4.2.1 Attending all relevant committee training and ensuring an awareness of the requirements placed upon them as Core Officers.

4.2.2 Being a signatory to the Society LUU cash office account.

4.2.3 Ensuring the Society meets the requirements of the annual compliance check against all relevant LUU policy as determined by the Activities Officer and in accordance with relevant legal requirements as determined by the Activities Manager

4.2.4 Running and attending all committee meetings and AGMs in line with the rules outlined in this constitution.

4.2.5 Dealing with any complaints or disciplinary matters in line with the rules outlined in this constitution.

4.2.6 Attending Activities Assemblies (at least one Core Officer must attend).

4.2.7 Ensuring consultation with Full Members regarding their views on Ideas going to Better Union Forums.

4.2.8 Passing on the views of Full Members regarding Ideas to the relevant member of the Activities Executive, ideally at the Activities Assembly.

4.2.9 Failure to fulfil these duties may result in a motion of no-confidence and removal from office by an EGM or the Activities Officer.

4.2.10 Ensure other societies are aware of the services offered by the Society and know how to contact the Society to avail of these.

4.3 The three Core Officer individual roles and duties in addition to those outlined in 4.2:

4.3.1

President:

- organising and overseeing the running of the Society
- chairing Committee Meetings, AGMs and EGMs, or nominate another Officer to take this role if unable to attend
- ensuring the production of an annual report
- monitor the president@luubackstage.com email account and respond to emails in a timely manner
- perform or delegate the duties of Secretary or Treasurer (as outlined in 4.3.2 and 4.3.3 respectively) temporarily in the event that either is unable or unwilling to complete those duties for any reason
- Maintaining a good relationship between LUU Backstage and performance societies

4.3.2

Secretary:

- Overall administrative responsibility for the society
- maintaining membership records containing at least the name and membership category of all the Society's members
- producing agenda documents for all meetings
- maintaining a written record of all meetings
- maintaining an up-to-date copy of the Society's constitution
- ensuring only Full Members are given an opportunity to vote in society elections
- ensuring that all crew members have paid the membership fee

4.3.3

Treasurer:

- responsibility for the finances of the Society
- maintaining up-to-date accounts with the LUU Cash Office only
- submitting subsidy applications to Activities Executive
- produce a termly report and yearly budget
- submitting a detailed statement of accounts for the year to the Society's Annual General Meeting

5 Additional Committee roles and duties:

5.1 The Society may appoint Additional Committee Members to assist the Core Officers in the running and management of the Society. These Additional Committee Members

will be recorded in Appendix A of this Constitution.

5.1.1 Additional Committee Members may be created by a simple majority decision of the Full Members at any AGM or EGM. Members may only be appointed to a role through an election, as described in section 6.

5.1.2 Additional Committee Members may be declared unnecessary by a simple majority decision of the Full Members at any AGM or EGM, in which case no nominations will be accepted to the role and the role shall cease to exist once the incumbent committee has fully handed over to the incoming committee.

5.2 All Additional Committee Members must attend committee meetings, AGMs and EGMs in line with the rules outlined in this constitution.

5.3 Failure to fulfil these duties and those listed in the relevant paragraphs below may result in a motion of no-confidence and removal from office by an EGM or the Activities Executive.

6 Elections to Committee

Roles

6.1 The Returning Officer for elections will be the Activities Officer. However their presence is not required at each election.

6.2 Elections shall take place at the AGM or an EGM by a secret ballot of Full Members who have held society membership 21 days prior to the AGM or an EGM.

6.3 Candidates for positions on the Society committee can only be nominated by Full Members of the Society. For the purposes of clarity, Full Members may nominate themselves.

6.4 Nominations will open at least 14 days before the date of the AGM or EGM, will remain open for at least seven days, and will close at least seven days before the AGM or EGM.

6.5 Nominations should be through the official process (ie the process which has been approved by the Activities Officer or their nominee) and shared with the Activities Officer or their nominee.

6.6 Newly elected Society Committee members must assume their duties after their handover and before the end of the academic year. The anticipated date for assuming these duties should be published with the opening of nominations.

7 Society and Society Formal Meetings

7.1 All members of the Society as outlined in paragraph 2 shall be invited to attend all general meetings.

7.2 The Activities Executive may, at its discretion, send an observer to any Society formal meeting.

7.2.1. If any Full Member moves a no confidence in the Chair, a vote shall be taken immediately.

7.2.2 If a motion of no confidence in the Chair is passed, a new temporary Chair will be elected by Full Members at the meeting.

7.2.3 Decision making should ideally be by consensus. However if a vote is needed, voting shall be by show of hands unless a secret ballot has previously been requested, and decisions will be made by simple majority by those members having the right to vote as outlined in paragraph 2 of this constitution.

7.3 Committee Meetings

7.3.1 Any Committee Member may call a Committee Meeting.

7.3.2 The time, date and location of Committee Meetings must be posted on the Society LUU webpage at least two working days in advance.

7.3.3 Committee Meetings shall be open to all members of the Society.

7.3.4 The agenda for Committee Meetings should be made available 48 hours

before the committee meeting

7.3.5 The quorum for all Committee Meetings shall be two thirds of all Officers who have a vote, or three Officers who have a vote, whichever is greater.

7.3.6 The minutes of any decisions made at the meetings must be accessible via the Society LUU webpage, once ratified as a true and accurate record of the meeting.

7.4 Annual General Meeting

7.4.1 The Annual General Meeting (AGM) shall be held within 395 days of the previous AGM.

7.4.2 Notice of the AGM must be posted on the Society LUU webpage or a member accessible web source, at least 14 days in advance of the meeting.

7.4.3 The agenda for the AGM must be posted on the Society LUU webpage or a member accessible web source at least seven days in advance of the meeting.

7.4.4 The order of business shall be:

- The President's report
- The Secretary's report
- The Treasurer's report
- Constitutional Amendments
- Elections
- Any other business

7.4.5 The quorum for the AGM shall be either one third of all the Full Members or 20 Full Members, whichever is the lesser.

7.4.6 If an AGM is declared inquorate, it must adjourn to be reconvened within ten working days.

7.4.7 If a reconvened AGM is declared inquorate, the Society shall report this to the Activities Officer who may authorise an inquorate AGM.

7.4.8 The Society must submit the full agenda and minutes of their AGM to the Activities Executive, if requested by the Activities Executive.

7.5 Extraordinary General Meetings

7.5.1 An Extraordinary General Meeting (EGM) may be called by either one third of all the Full Members or 20 full members, whichever is the lesser, and/or by the Committee.

7.5.2 Notice of the EGM, together with their agenda, shall be posted on the Society LUU webpage or a member accessible web source within two working days of the meeting being called.

7.5.3 The agenda for the EGM shall be restricted to the motion or business for which the meeting was called.

7.5.4 The quorum for the EGM shall be either one third of all the full members or 20 full members, whichever is the lesser.

7.5.5 If an EGM is declared inquorate it may not proceed.

7.5.6 The Society must submit the full agenda and minutes of their EGM to the Activities Executive, if requested by the Activities Officer.

8 Miscellaneous Provisions

8.1 Constitution

8.1.1 In case of dispute over a particular interpretation of this constitution, the Activities Officer will be the final arbiter.

8.1.2 The assets or liabilities of the Society shall remain with the Society regardless of any changes to committee, group structure or constitution.

8.1.3 The Society shall be a constituent part of LUU and thus subject to the rulings of Better Union and the Trustees.

8.1.4 In the event of dissolution or abolition of the Society, its assets will revert to LUU.

8.2 Constitutional Amendments

8.2.1 Constitutional amendments may be recommended either by an Annual General Meeting or Extraordinary General Meeting of the Society.

8.2.2 Constitutional amendments may not come into force until they have been approved by the Activities Officer acting on behalf of the Student Executive and Activities Executive. For clarity, approval will be in the form of an email confirmation to the Core Officers of the society with the amended constitution as an attachment.

8.2.3 Proposed constitutional amendments must be published in the agenda for the appropriate General Meeting and cannot be moved under 'Any other business'. Full details of the amendment must be included in the agenda.

8.2.4 Constitutional amendments shall come into effect immediately after Activities Officer approval unless otherwise stated in the amendment.

8.3 Administration and Finance

8.3.1 The Society must produce, within 24 hours, a detailed statement of accounts to the Activities Executive if requested by the Activities Executive.

8.3.2 The Core Officers shall accept full administrative and financial responsibility for the Society.

8.3.3 Committee members may not receive financial payment or profit as a result of their position on the committee.

8.3.4 Members of the society may be reimbursed for any reasonable and authorised expenditure on behalf of the Society, only after submitting a receipt to the Treasurer.

8.4 Cash Office

8.4.1 The Society shall have bank account(s) with the LUU Cash Office only.

8.4.2 At least two Core Officers' signatures shall be required to make payments from the Society account.

8.4.3 The Society shall keep full, up-to-date accounts of its finances through the LUU Cash Office.

8.4.4 LUU Subsidies allocated to the Society may not be spent on perishable goods such as food, drink or tobacco.

8.4.5 The Society Subsidy and/or Grant account will be zeroed at the end of each academic year and the funds returned to LUU.

9 Marketing and communications

9.1 The Club/Society will at all times adhere to the LUU Data Privacy and Guidance for Clubs and Societies

9.2 Gryphon Clubs will at all times adhere to The Branding Guidelines agreed by the Leeds Sport partnership.

10 Expulsion and Suspension

10.1 Any member, other than Ex-Officio Members, may be suspended or expelled from any or all rights, including membership, for any period by a decision of the Core Officers of the club/society, so long as the decision was made using the procedure outlined in this section.

10.2 The Club/Society Core Officers must consult at the earliest opportunity with the Head of Student Activities, or their nominee, for support in dealing with a disciplinary matter relating to any member, otherwise any subsequent decision will be treated as

void.

10.3 The Club/Society Core Officers can expel or suspend any member of the group so long as they have taken explicit advice from the Head of Student Activities *and* informed the individual affected of the reason/s for the decision in writing.

10.4 The Club/Society Core Officers must immediately notify the Activities Officer, in writing, of any expulsions or suspensions with a summary of the reason/s for the decision.

10.5 Expelled or Suspended members may request that the decision of the Core Officers is reviewed by the Activities Officer so long as the request is submitted in writing to the Activities Officer within 14 days of being notified of this decision.

10.6 On receipt of a request for a review, the Activities Officer will:

- acknowledge receipt of the request as soon as reasonably possible;
- notify the Club/Society Core Officers and the Head of Student Activities that a review is taking place;
- if necessary consult with relevant parties regarding the original decision and may take into account new information;
- will decide whether to uphold, modify or over-turn the original decision and
- will inform both parties of the outcome of their decision within 14 days.

10.7 If the Activities Officer upholds the decision to Expel or Suspend the member, the matter will be deemed as having been through an LUU disciplinary and the individual will therefore have the right to appeal to the Disciplinary Appeals Body, as outlined in Bye-Law 17: Discipline and Appeals.

11 Appointment of Crews

11.1 The Society Committee is responsible for the appointment of a Production Manager for all productions the Society is involved with.

11.2 All other positions on the crew of each production shall be appointed by the relevant Production Manager, subject to any conditions imposed by the Society

Committee (for example, to ensure sufficient crew experience or safety) and taking into account any suggestions from the Society Committee.

11.3 As a standard protocol, all positions shall be advertised to all Society members by means of an email to the Society mailing list (a "Crew Call") and the Society Facebook Group. This email should give a description of the production, an outline schedule, and a list of all crew positions required, with a clear deadline given for responses. However, at the discretion of the committee, roles can be chosen without a Crew Call, for reasons of time constraint/complexity of production.

11.3.1 Where this is not possible, only the bare minimum number of positions should be appointed in advance of the Crew Call, and any positions already appointed should be made clear on the Crew Call along with the reasoning behind these appointments. Effort must be made to encourage application from as many members as possible.

11.3.2 A provisional crew call release date schedule should be released within 21 days of the beginning of the University Semester to allow members the greatest flexibility when scheduling other events or work they are involved with.

11.4 All appointments to crews must be approved by the Backstage Exec prior to announcement.

11.5 Anyone who is not a member of LUU Backstage at the time of the first performance they are crewing shall be removed from the crew until they have purchased membership.

11.6 In overseeing the appointment of crews, the Backstage Exec shall ensure fair distribution of opportunities over the course of a year, taking into account the experience and previous involvement of each member as necessary, with particular regard to the success of the performance, safety of those involved and membership status as outlined in section 2.2.

11.7 The responsibility for ensuring the fair appointment of crew ultimately lies with the Backstage Exec, and while any other society the Society is working with may express preferences for particular roles, this must not be allowed to influence the decisions made.

11.8 In the event of any dispute or complaint regarding the appointment of crews, the President shall arbitrate. If the President is otherwise involved in the dispute (for

instance, as the Production Manager or an applicant for the role in question), then another Committee member shall arbitrate as nominated by a majority vote of the committee.

Appendix A

A. The current Additional Committee roles, as determined by the Backstage Members are:

A.1 Events Officer

- Organising events for the Society, taking into account views and opinions of society members
- Liaising with the Publicity & Communications Officer to publicise all Society events
- Work with Events Officers (or similar role) of other societies to arrange events during show weeks and integration between the societies.

A.2 Equipment and Training Officer

- To organise any equipment owned by the Society, keeping an inventory of the items.
- Consumables
- Maintaining equipment belonging to the society
- Organise external hires of BSS equipment (working with treasurer)
- Facilitate and organise training for members

A.3 Safety and Welfare Officer

- Along with the Core Officers, this member must maintain and update the Society general risk assessment and member code of conduct.
- To oversee the safety element of the shows, liaising with the Technical Department to ensure procedure has been followed and that safety documents are passed on in good time
- Ensure safety documentation is kept up to date and distributed to members
- Ensuring the society has enough PPE and that it is worn by members when needed

- To be the point of contact for welfare concerns within the society

A.3 Publicity and Communications

Officer

- To work with the Events Officer to ensure all Society events are publicised to members and the wider public.
- To ensure the Society's LUU website, LUU Backstage website and other social media outlets are up to date in line with relevant LUU policy.
- To facilitate and ensure strong communication between all aspects of the committee and society.
- ensuring there is an up to date entry in the Society's LUU webpage.

A.4 Open

Seat

- To advise and support the rest of the Committee.
- To be ready to assume responsibilities of another committee member temporarily, should they be unable to carry them out for any reason.

A.5 First Year Rep

- In their first year of Backstage membership
- To represent the views of new members and ensure strong communication between the Society and the Committee
- To support the rest of the Committee with any tasks required