

DUBLIN CITY UNIVERSITY: DRAMA SOCIETY CONSTITUTION

Name of Society:

The name of the Society shall be “DCU Drama”.

Aims & Objectives:

The aims and objectives of the Society are as follows:

- To facilitate and promote the practice of Drama in all its forms.
- To foster the development of members on and off the stage including but not limited to roles in acting, directing, producing and technical theatre.
- To run classes and workshops in order to develop the abilities and skills of members.
- To provide a forum for members to interact and socialise.

Members:

Normal Members:

1. Membership of the Society shall be open to all students, staff and graduates of the college.
2. Membership shall be obtained by paying the appropriate fee and signing the Roll of Members for the current academic year.

Associate Members:

The Society recognizes the importance, experience and knowledge that graduates and former students bring to the society, therefore we will endeavor to maintain contact with such former members as wish to retain their connection with the Society.

To this end the Governing Executive Committee of the Society shall be empowered to create a class of “Associate Member” of the Society.

1. Associate Members shall pay an annual membership fee to the Society. The amount of this fee shall be defined by the fees schedule of this document. The associate membership fee shall not be less than the ordinary membership fee and no more than 10 times the ordinary membership fee.
2. Associate Members shall be ineligible for election to the society’s governing committee
3. Associate Members shall be entitled to attend all general meetings of the society. Voting rights of associate members at general meetings shall be determined by the Governing Executive Committee and may be altered by a majority vote at a general meeting of the society.
4. Other rights of Associate Members shall be determined by the Governing Executive Committee but may also be granted or revoked by a majority vote at a general meeting of the Society
5. Associate Members shall be entitled to attend all general meetings of the Society but have no voting rights. The rights of an Associate Member shall not exceed those of an ordinary member of the Society
6. The rights of an Associate Member shall not exceed those of an ordinary member of the society

All members shall be bound by this constitution.

Governing Executive Committee:

- The Society shall have a Governing Executive Committee (The Committee).
- The Committee shall run the society on behalf of its members and in accordance with the aims and objectives and in compliance with the regulations set down by the Societies & Publications Committee.
- Although decisions should be arrived at by the consensus of the committee (where possible), committee decisions shall be decided by majority voting.
- The quorum shall be $\frac{2}{3}$ the number of committee members.

The Committee shall consist of these core positions:

- Chairperson
- Secretary
- Treasurer
- Public Relations Officer
- First Year Representative

And optional positions such as, but not exclusive to;

- Vice-Chairperson
- Technical Manager
- Production Manager
- Events Manager x2
- Front of House Manager
- Brand Design Officer
- Sponsorship Officer
- Liaison Officer

The Term of Office of these elected positions shall be one academic year.

A person shall not hold the same office for more than two successive years.

The First Year Representative on a committee must be in their 1st Year of Study in DCU.

Election of the Governing Executive Committee:

The Committee Members shall be democratically elected at the Annual General Meeting (AGM) or at an Extraordinary General Meeting (EGM).

To seek election to the Committee, each candidate must have two nominations by current members of the society.

Upon the election of a new committee, a handover must be undertaken as is defined in the handover schedule of the document

Duties of the Governing Executive Committee:

Chairperson:

- The Chairperson shall be the Chief Officer of the society whose functions include chairing all meetings of the committee and officiating at meetings of the society.
- The Chair of any meeting shall have an ordinary vote at committee meetings and meetings of the society. In the event of a tied vote on any matter they shall have the casting vote.

Vice-Chairperson:

- The Vice-Chairperson shall assist the Chairperson in all their duties.

- The Vice-Chairperson shall assume the duties of the Chairperson (unless otherwise directed by a general meeting of the society) in the event that the Chairperson is absent or is unable to perform their duties.

Secretary:

- The Secretary's function shall be to deal with all correspondence and records of the society.
- The Secretary keeps the minutes of all committee meetings, of all general meetings, of the Annual General Meeting or any other meetings relating to the business of the society when requested by the committee.
- The Secretary may keep a record of authorization of expenditure.
- The Secretary shall liaise with the PRO to give notice to all members of the society's meetings, events, and functions.

Treasurer:

- The Treasurer's function shall be to administer the funds of the society and to maintain accounts and budgets.
- The Treasurer shall be responsible for the maintenance of accounts subject to the decision of the committee in compliance with the regulations set down by the Society Life Committee.
- The Treasurer shall keep full records of income and expenditure of the society. The Treasurer shall also keep a record of who authorised various expenditures and shall issue receipts.
- The Treasurer shall sign all cheques and withdrawal forms for the Society's bank account.
- Where the Treasurer is decreed as unavailable, another designated person may sign cheques and withdrawal forms for the society on consultation with the Societies & Publications Committee.

Technical Manager:

- The Technical Manager will be responsible for supervising all aspects of technical theatre, including but not limited to: lighting, sound, stage management, set and equipment management.
- The Technical Manager will act as the main point of contact for any technical requirements.
- The Technical Manager will liaise with any in-house Technical Staff of spaces the Society uses and relay any relevant information to the necessary parties.
- The Technical Manager will also act as the manager of any assets acquired by DCU Drama, including but not limited to: lighting equipment, sound equipment, set and props.

Productions Manager:

- The Productions Manager will be responsible for supervising all DCU Drama productions.
- The Productions Manager will initially act as the main point of contact between DCU Drama productions and any external parties, including but not limited to: rights agencies and venues.

- The Productions Manager will be responsible for the appointment of Directors and Producers for each DCU Drama production.
- The Productions Manager will ensure that all DCU Drama productions have their necessary production teams and follow all appropriate standards and regulations.

Front of House Manager:

- The Front of House Manager will be responsible for supervising the running of a venue.
- The Front of House Manager will be responsible for all ticket sales for DCU Drama productions and events.
- The Front of House Manager will be responsible for any required refreshments, raffles, etc during a production or event.
- The Front of House Manager will ensure that the venue is laid out properly for each production or event.

Events Manager x2:

- The Events Manager is responsible for the management, organising and running of events.
- The Events Manager shall work with the Public Relations Officer in order to assist the Sponsorship Officer in the performance of their duties

Public Relations Officer (PRO):

- The Public Relations Officer (along with the Secretary) shall be responsible for the advertising of all functions of the society through all means possible.
- The Public Relations Officer (along with the Secretary) shall deal with external correspondence and maintain records of the contribution outside bodies have had for the society and to give notice of all members of these contributions.
- The Public Relations Officer shall work with the Events Manager in order to assist the Sponsorship Officer in the performance in their duties.
- The Public Relations Officer shall operate the society's social media presence.
- The Public Relations Officer shall maintain the society's website.

Brand Design Officer (BDO):

- The BDO shall be responsible for designing and creating all promotional material for DCU Drama.
- The BDO shall liaise with the PRO to ensure that promotional material is created and distributed.
- The BDO when designing promotional material shall strive to liaise with any other parties who may be involved in the event or production for which the promo material is for.

Sponsorship Officer:

- The Sponsorship Officer is responsible for the raising of funds for the different productions put on by the society.
- The Sponsorship Officer shall strive to create and maintain relations with local, national and international businesses in the hope of receiving sponsorship for the society.
- The Sponsorship Officer shall raise funds through initiatives in conjunction with the Events Manager and Public Relations Officer.
- The Sponsorship Officer shall strive to continue the work of their predecessor with the relations of past, present and potential sponsors.

First Year Liaison Officer:

- The First Year Liaison Officer shall promote and facilitate interaction with the first years of the university.
- The First Year Liaison Officer shall endeavor to make the society more accessible to first years and encourage their participation in the society's functions.
- The First Year Liaison Officer shall be elected at an OGM in semester one, and must be in their first year for the first time as an undergraduate student at DCU

Communications Officer

- The Communications Officer shall ensure that the Society is present on all DCU campuses.
- The Communications Officer shall strive to include the Society in intervarsity collaborations.
- The Communications Officer shall strive to work with other societies and push for inter-society events.
- The Communications Officer shall liaise with the PRO and BDO to create promotional campaigns for the Society. Roles and responsibilities shall be divided between the PRO/BDO/Communication Officer team at the beginning of the year.
- The Communications Officer shall ensure that DCU Drama improves the working relations and networking with other societies and colleges and that the mission, mandate and programs of DCU Drama are properly communicated to relevant stakeholders.

Dismissal and Resignation of Committee Members:

No member of the committee shall be dismissed from office unless:

- Written notice of a resolution to seek such a dismissal, signed by 10% of the members of the society is received 4 working days prior to a general meeting at which such a resolution shall be debated.
- $\frac{2}{3}$ of the Governing Executive Committee may also call a meeting to debate the dismissal of another committee member.

A resolution to dismiss a committee member shall be passed by a simple majority vote at the relevant and quorate meeting.

A committee member wishing to resign must submit a letter in writing declaring that intention to resign to the Chairperson or Secretary, who will immediately inform the committee as a whole. The responsibilities of that person shall be delegated to other committee member(s) until a by-election can be held to re-elect a new person to the position.

Meetings:

- There shall be an Annual General Meeting (AGM) held each year.
- The AGM shall be held no later than in the final month of the Academic year where the main committee members will be elected (where possible).
- Elections for the offices of the Governing Executive Committee shall take place at this meeting.
- A quorum of the meeting shall be 2 Governing Executive Committee members and twice the square root of the ordinary membership rounded up to a whole number.

- The business of the AGM shall include elections of relevant Executive Governing Committee as well as annual reports from the outgoing Governing Executive Committee (which should include a Treasurer's report on the finances of the society).
- An Extraordinary General Meeting (EGM) shall be convened if:
 - 10% of the ordinary membership of the society requests such a meeting in writing.
 - A quorum of the Governing Executive Committee requests such a meeting in writing, and distributes it to the membership.
 - A vacancy on the current committee occurs and there is a need to elect a replacement.
- Elections for the offices of the Governing Executive Committee shall take place at the AGM or EGM (where relevant).
- Notice of all meetings shall be given to the membership at least 3 working days prior to the date of the meeting.
- At a meeting, a member may propose a resolution relating to the business of the Society. The resolution shall be voted on by a show of hands and a declaration by the Chairperson that the resolution is carried (unless a secret ballot is demanded by any 5 members) shall be conclusive evidence that the resolution has passed or failed.
- In the event that the Chairperson's resolution is challenged a recount of the votes will be administered in which a number of appropriate people will be appointed by the committee as "tellers" to count the votes. The result will be announced by the Chairperson or the Vice-Chairperson (where requested by the general meeting).
- No resolution may contravene DCU, DCU OSL or CLC policy.

General:

- There shall be a President of the Society who shall be a staff member in compliance with the regulations set down by the Society Life Committee
- The membership fee for the Society shall be in compliance with the conditions set down by the OSL
- Each member of the Society shall be entitled to receive a copy of this Constitution, on demand, free of charge.
- In the event of a clash with the Society Life Committee Constitution, the Society Life Committee Constitution shall take precedence above this constitution and is subject to the Society Life Committee at all times.
- In joining the Society, members agree to be bound by the rules and regulations of the Society as laid down in this constitution and by the Governing Executive Committee. Members violating these rules and regulations shall be answerable to the committee and may have their membership revoked and no monies refunded, for persistent breaches or extremely serious breaches, as deemed by a majority of the committee. In the event that the committee cannot resolve a dispute with a member(s), The Society Life Committee shall rule on the matter and its decision is final.

Equipment:

- Any equipment loaned to the society by individuals may only be withdrawn if:
 - Notice is given by the individual at least two weeks prior to the date of withdrawal.
 - Or by the express approval of a committee majority.
- The society shall seek to return any loaned equipment.

- Any equipment donated to the society shall therein be the property of the society.
- Any equipment which is damaged or destroyed whilst on loan to the society will have its replacement cost paid to its loaner.
- Administration of loaned or donated equipment shall be the exclusive responsibility of the committee.

Amendments to this Constitution:

- Notice of a proposal to seek an amendment to this Constitution shall be given to the members at least 4 working days prior to the meeting at which such a proposal shall be considered.
- A proposal to amend this Constitution must receive the approval of $\frac{2}{3}$ of the members present and entitled to vote at the relevant meeting.
- The schedules of this document may be modified in the same way as outlined above. They are outlined separately for convenience and reference purposes

The Schedules:

Absent members:

- In the event that a governing executive committee member is absent or unable to fulfill their role for a temporary period, another member on the committee may be elected by a simple majority vote in a committee meeting to fulfill the absent member's role on an adhoc basis.

Fees:

- The fee for joining the society for normal members shall be €2 per semester
- The Fee for joining the society shall be examined at the start of each academic year.
- The Fee for Associate Members shall be exactly twice the cost of the normal membership fee. This protocol should be evaluated at the start of each academic year as well as when the normal membership fee changes

Handover:

- After the next years' committee is elected at the end of year AGM, a formal handover meeting shall be conducted within three days of the AGM.
- This meeting shall be used to inform incoming committees of ongoing works as well as allow committee members to train their replacements
- The Public Relations Officer, webmaster, and any other committee member shall be responsible for handing over the credentials to any services they used in the performing of their duties.
- Any services used by previous committee members must be used except where deemed appropriate by the committee and where all data that should be kept is transferred. What should be kept in any transfers should be done in consultation with the outgoing committee member and in compliance with Data Law.

Fundraising:

- A breakdown of all monies raised and their distribution is to be created by the treasurer.
- This document should be kept up to date with a tolerance of one working week except where extraneous circumstances exist and the committee approves an extension.

- The committee may only approve one extension of up to one additional working week.
- Any further extension must be done with the approval of a proportion of society's normal members in line with that required to make changes to the constitution.

Productions:

- There shall be at least five productions in an academic year.
- The five core productions shall be discussed at the first governing executive committee meeting and must be decided on by the OGM at the start of the academic year.
- Society members may put on further productions throughout the academic year under the banner of DCU Drama. These productions shall be named "Member Productions" and must adhere to the regulations in this schedule, as well as in the "Member Productions" schedule.
- Each production will have a Director, Producer, and a production team. They are defined as follows:
 - **Director:**
 - Directs the production and is the lead creative on the production team.
 - Director is responsible for the organisation of rehearsals.
 - **Producer:**
 - Organises all room bookings for a production.
 - Is the main communicator with the Productions Manager.
 - Liaises with the committee and produces reports for the production.
 - Is the lead manager of the production.
- Each production must liaise with the Productions Manager throughout the course of the production and meet with the Productions Manager at least four times.
- Each production must create and provide a production schedule to the Productions Manager for approval.
- Each production must supply budgets to the treasurer at the earliest possible time. The treasurer will then liaise with the production team to complete and approve a budget.
- Each production must liaise with the Public Relations Officer and Brand Design Officer to approve a promo plan and promo designs.
- Each production must liaise with the technical manager regarding any technical specifications and risk assessments.
- Each production will be provided with templates for specifications, schedules etc where possible.

Member Productions:

- Member productions are productions run by society members under the DCU Drama banner if it is accepted in the application process and must adhere to these regulations and the regulations set out in the "Productions" schedule.
- There shall be an application process for a Semester One Member Production which will occur at a time set by the committee before the OGM at

the start of the academic year, and a Semester Two Member Production which will occur at a time set by the committee before the beginning of Semester Two.

- This application process shall be managed by the Productions Manager.
- A Member Production will not have a given budget by the committee, but will be reimbursed for any expense up to a figure decided by the Governing Executive Committee. A Member Production should strive to fundraise money themselves and use any budget supplied as an assistance fund.
- A Member Production must be an original piece of writing with a maximum length of one hour.

Events:

- The Society shall hold at minimum three events in a given academic year.
- Events shall come primarily in three forms:
 - Educational Events
 - Promotional Events
 - Social Events
- Educational events will focus on the provision of skill development. They come in the form of classes and workshops. Educational events are managed by the Deputy Events Manager.
- Promotional events shall be used in order to increase awareness and membership of the society.
- Social events shall be held to create engagement amongst the general membership as well as the memberships' engagement with the society as a whole.

Sub-groups:

Definitions:

- There will be sub-groups of the governing executive committee's positions. The following positions will have sub-groups: Technical Manager, Productions Manager, and Public Relations Officer. These positions will be the manager of their sub-groups.
- The Technical Manager will have a technical theatre sub-group, a "tech crew". This sub-group will assist the Technical Manager in their duties and act as the crew for any DCU Drama productions, where available. It is the Technical Manager's duty to manage this sub-group.
- The Productions Manager will have a productions sub-group, a "production team". This sub-group will assist the Productions Manager in their duties and act as a production team for DCU Drama overall.
- The Front of House Manager will have a front of house sub-group, a "front of house team". This sub-group will assist the Front of House Manager in their duties and act as a front of house team for all DCU Drama events and productions, where available.
- The Public Relations Officer, whilst liaising with the Brand Design Officer and Sponsorship Officer will have a marketing and promotion sub-group, a "press and marketing team". This sub-group will assist each of the aforementioned officers in their duties and act as the press and marketing team for DCU Drama.
- The Events Manager and Deputy Events Manager will have an events sub-group, an "events team". This sub-group will assist in the organising of events and with the duties of the Events Managers.

Regulations:

- Sub-groups do not have any governing power and are only in place to assist the society in certain areas, as defined above.
- The aforementioned sub-groups will be set up by the appropriate governing executive committee member at the start of each academic year.
- Sub-groups will be selected via application process which will be overseen by the managers of each sub-group..
- The team members will be elected for one academic year only.
- Each sub-group will meet at least once a month for a team meeting, chaired by the sub-group's manager. Minutes must be taken by a member of the team at each meeting.
- If a sub-group member is seen to not be fulfilling their role adequately, the manager of the sub-group must:
 - **1)** Speak to the member at first to attempt to resolve the issues.
 - **2)** If the issues persist following on from **1)**, the member must be given written notice of their failure to complete tasks and are given a final chance to resolve issues.

before replacing said sub-group member.

- A sub-group can be suspended if it is seen to not fulfill the objectives it is supposed to. If a sub-group is suspended, the manager must notify the Governing Executive Committee of this suspension and then discuss either a permanent suspension of the sub-group for the academic year or to resume the sub-group. This must be voted on by the committee.
- If a sub-group is suspended for the academic year, the suspension must be reviewed at the end of the academic year and findings should be included in the handover.