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# **Constitution, Draft 07**

**(27<sup>th</sup> November 2024)**

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## **Section 1 Constitution**

**1.1** Passed by a general meeting of the society on 27<sup>th</sup> day of November 2024.

**1.2** Only Clubs & Societies Council may make alterations to the standard sections of this document. These sections are marked by an ‘\*’ following the section number.

**1.3 \*** University of Limerick Drama Society constitution is subject to the University of Limerick Students Union constitution.

**1.4 \*** This constitution is to be made available to all members of University of Limerick Drama Society via the internet or on request in hard copy format.

**1.5 \*** The Constitution is ratified by Drama Society and replaces any previous constitution of the Society/Club.

The Constitution is available to all members of the Society/Club.

### **1.6 Amendments to this Constitution**

**1.6.1 \*** Any additions shall have to conform to the requirements of the Clubs and Societies common constitution.

**1.6.2** Any article in this constitution can only be amended or removed by a simple majority at an Annual General Meeting (A.G.M.).

**1.6.2.1** Amendments to this Constitution shall be proposed by the Society’s Committee or by 15 members of the society, in writing or electronic format to the Secretary at least 24 hours before an A.G.M.

**1.6.3** Any erroneous spellings may be changed without the need for Referenda.

**1.6.4** Changes to the phrasing of any article constitutes an amendment as outlined in Article 1.6.2.

## **Section 2 General Provisions**

### **2.1\* Title**

The title of the Society/Club shall be the University of Limerick Drama Society

## **2.2\* Aims & Objectives**

The aims & objectives of the Society are as follows:

**2.2.1** To promote participation in theatre, along with an appreciation and knowledge of the dramatic arts, including but not limited to writing, directing, acting and backstage work.

**2.2.2** To promote an interest in all aspects of theatre.

**2.2.3** To provide an opportunity for participation in all aspects of stage craft, including but not limited to acting, direction of productions, the provision of light and sound, set design and involvement in stage management.

**2.2.4** To encourage members to gain a wide experience in all areas of theatre.

**2.2.5** To enhance the college experience of Society members and create an enjoyable experience overall.

## **Section 3 Membership**

**3.1 \*** Students should account for at least 75% of the listed membership of any Club or Society. It is recommended that a similar percentage applies to the committee

### **3.2 \* Types of Membership**

The membership of the Society/Club shall consist of Full Members, Associate Members and Honorary Members who have paid their Membership Fee.

#### **3.2.1\* Full Membership**

a) All students currently attending a course at the University of Limerick and all current staff (permanent and part-time) and alumni of the University of Limerick and UL Students Union are eligible to be Full Members of the Club/Society. Attending a course for the purpose of the Constitution means pursuing any degree (undergraduate or postgraduate), full-time or part-time and includes time spent on teaching practice, co-operative education, Erasmus, and link-in modules.

b) Students of Mary Immaculate College, Limerick are not eligible to be Full Members of the Society/Club.

c) Anyone who is a Full Member of the Society/Club shall be entitled to be nominated to any position on the Committee or to any other committee of the Society/Club.

d) Full Members and Full Members only, shall have voting rights at any general meeting of the Society/Club.

### **3.2.2\* Associate Membership**

a) A member of the public who is aged eighteen years or over is eligible to be an Associate Member of the Society/Club.

b) Associate Members shall have no voting rights at any meeting of the Society/Club and may not hold a Core Committee Position in the Society/Club.

c) Associate Members shall be entitled to hold other committee positions in accordance with the provisions of section 4.2 or may be requested by the Society/Club to serve in an advisory position to a committee.

### **3.2.3\* Honorary Membership**

a) The Committee of the Society/Club may, subject to prior consultation with and approval of the Clubs & Societies Executive, invite any person who they deem to have done great service for the Society/Club to be an Honorary Member in perpetuity of the Society/Club.

b) Honorary Members shall have the same rights as Associate Members, unless they fulfil the criteria for full membership in which case they shall have the same rights as a Full Member

c) Notwithstanding clause 3.2.1 below, Honorary Members shall be exempt from paying any Membership Fee.

Current students should account for at least 75% of the listed membership of the Society/Club.

**3.2.3.1** Honorary members shall be proposed by the Society's Committee and are approved by a simple majority vote at an A.G.M.

### **3.3 \* Membership Fees**

Every member of the Society/Club must pay an annual membership fee in order to be eligible to be a current member of the Society/Club, as well as completing the form in the membership books or Electronic Membership Form.

There are three categories of Membership Fees as follows:

- a. Student     1 x € (base amount)
  
- b. Alumni & Staff of UL     2 x € (base amount)
  
- c. Associates     3 x € (base amount)

The base amount shall be determined by the Drama Society Committee annually, taking into consideration the University's Student Capitation. The base amount is at the discretion of the Drama Society Committee and shall be allocated annually.

The term of membership shall be from the date that the member signs the membership book, or completes the electronic form, until the Monday of Week One of Semester One of the following academic year.

### **3.4 Rights of Members**

The right of members of the society are as follows:

**3.4.1** All members have the right to participate in an environment which is free from any breach of the conditions set out in Section 7.1.

**3.4.2** Individuals have the right to make a formal complaint to any of the Society's Committees, without prejudice, in regard to any rights that have been infringed.

All members have the right to complain in confidence about any case of infringement of their rights which may occur within the Society. Refer to section 7.

**3.4.3** All members have the right to attend any general meeting of the Society and, in the case of full members, vote on elections, Society-wide motions, and resolutions.

Procedures for voting are set out in Section 5.3.



**3.4.4** Any member of the Society has the right to request to attend a meeting of the Committee to discuss an issue or grievance, provided the request is presented to the Secretary in written or electronic format no less than 48 hours before the meeting is scheduled to take place.

### **3.5 Responsibilities of Members**

The responsibilities of members of the Society are as follows:

**3.5.1** The Society is strictly apolitical and non-discriminatory as outlined in section 7.1.

**3.5.2** All members are charged with upholding the aims of the Society and to respect the principle of free speech.

**3.5.3** Members must treat others with dignity and respect and ensure that their behaviour does not amount to a breach of one of the conditions outlined in section 7.1. Members are expected to discourage such behaviour.

**3.5.4** It is the members' responsibility to report any breach of the conditions outlined in Section 7.1 where this does not cause any further distress to the person(s) involved.

**3.5.5** Allegations of such breaches must be made in good faith, and will likewise be met with disciplinary action should claims be found to have been falsified. Disciplinary procedures are outlined in Section 7.

### **3.6 \* Resignation of Members**

Any member who wishes to resign must do so by giving the Secretary at least fourteen (14) days written notice (which includes notice by email) of their intention to do so.

### **3.7 Participation of Members per Production**

To ensure that productions function efficiently, members are not permitted to audition for a production if they have already been cast in, or have yet to respond to, a casting offer for another UL Drama Society production.

## **Section 4 Administration of the Society**

**4.1** The administration of the society shall be conducted by the Committee, as per Section 4A of this constitution, to enable the direction of on-going activities and foster the aims of the Society.

**4.2** The Committee shall meet at least six times per academic year and at least two meetings per semester are to be held. The Committee may regulate their own procedures.

**4.2.1** If any committee member is absent from three or more Committee meetings with apologies, or two without supplying apologies, their position on the Committee shall come under review by the other Committee members.

**4.2.2** If any officer or co-option is found to be unable to fulfil their role, their position shall come under review by the other Committee members.

**4.3** The handover period between new and old committees must not fall short of two weeks duration.

**4.4** The society must hold at least one trip per academic year and one production per semester, except in exceptional circumstances.

#### **4.5 Handover Documents**

**4.5.1** \* Handover Documents are required from each outgoing committee member at the end of their term detailing the specific roles and responsibilities, and the person(s) with whom they conducted society business. This is to assist the incoming officers with the development of the Society.

**4.5.2** After the election of an Officer to any position, the outgoing Officer is responsible for providing the incoming Officer with adequate handover documentation no less than 7 days after the election. Handover documentation shall contain the following:

**4.5.2.1** Electronic copies of any documentation prepared by the Officer during their term, and any documentation which must be passed down through each consecutive term of office.

**4.5.2.2** A list of contacts frequently used by the Officer while fulfilling their role and which are deemed necessary for the adequate fulfilment of that role.

**4.5.2.3** A precise description of the Officer's role, containing no less than that which is laid down in the Constitution.

**4.5.2.4** Contact details for the outgoing Officer.

#### **4.6 Method of Election**

**4.6.1** \* Election of committee members must take place at an A.G.M. or E.G.M.

**4.6.2 \*** The method of election for committee members shall be by a simple majority vote of those members present at an A.G.M. or E.G.M.

**4.6.3** In order to be eligible for a role on the Core Committee as outlined in Article 4A.3, or to act as Vice-Chair, nominees must be Full Members of the society. Both full and associate members are eligible for any other Committee positions, as outlined in Articles 4A.4 and 4A.5 – therefore, Honorary Members are excluded from holding a committee position and associate members are not eligible to be on Core Committee or act as Vice-Chair.

**4.6.4** Nominations for election to any office shall be proposed at the meeting by any member of the Society and seconded by another.

**4.6.4.1** Should an Officer choose to remain in their position for another semester, and be unopposed, then they shall be deemed re-elected without the need to be nominated or seconded by another member of the Society.

**4.6.4.2** If a current Committee member wishes to run for a different Committee role, they automatically step down from their current role to do so, opening it up for election.

**4.6.5** In the case of two or more candidates being proposed for a position, each candidate is required to make a short speech detailing their suitability for the position, after which a vote will occur as set out according to voting procedures in Section 5.3.

**4.6.6** The first position to be filled shall be that of Chairperson, followed by all other Committee positions.

**4.6.6.1** Any candidate running for the role of Chairperson of the Society must have held another position on the Committee for at least one full University semester

#### **4.7 \* Resignation of Officers**

Officers may resign by giving one week's written notice to the Secretary, or in the case of the Secretary, to the Chairperson.

#### **4.8 \* By-Elections**

In the case of a vacancy on the Committee due to resignation or expulsion, the Committee shall have the power to co-opt any member to the Committee until the next A.G.M or an E.G.M can be organised.

#### **4.9 \* Sub Committees**

The Committee, as per Section 4, may appoint and dismiss sub-committees and prescribe rules for those sub-committees as appropriate.

#### **4.10 Submissions for Productions**

A Production is a formal performance where technical aspects are considered. Every Production must have a Director, Stage Manager, and Producer, as outlined in Section 4B.

Only with the approval of the Committee can more than one of these roles be held by a sole member of the Society at any one time.

**4.10.1** Productions shall be deemed submitted once a full script or detailed description of a non-scripted piece is sent to the Committee.

**4.10.2** If the submission is deemed to be in accordance with Article 4.10.1, the Committee will inform the concerned parties within 10 university days of the collection date, or Monday of Week One of the next semester.

#### **4.11 Auditions Process**

When auditions are being undertaken for a production, the procedure is as follows:

1. Audition panel chosen.
2. Auditions held.
3. Draft cast list completed.
4. The Chairperson and the production team of any ongoing production are sent a copy of casting list.
5. Emails are sent to successful audition participants with the role they have been cast, expectations of them if they accept (learning lines, attending all rehearsals), time and place of rehearsals, script attached and clear instructions to email a reply either accepting or declining their role by a certain time frame (usually between 24-48 hours). Requirements of specific role (e.g., physical intimacy, stunts, accents).
6. If a role is turned down, the role is immediately offered to someone else.
7. Once the cast has been finalised, all members unsuccessful in the auditions process must be informed.
8. The finalised cast list will then be sent to all members of the society.
9. Rehearsals commence.

**4.11.1** Audition panels consist of 3 people (priority is given to Director, Producer, Chairperson, assistant director, assistant producer, Productions Officers, and writer, in that order).

If a panel of 3 cannot be formed from this list for any reason, then it can be filled with other Committee members/volunteers. In the case of two productions happening in the same semester, there should be one person on both panels where possible.

There should be open communication between the two panels. Anyone who is on the audition panel cannot audition themselves. In extreme circumstances where there is no one else suitable for the audition panel, the person on the panel must audition first before any of the others auditioning.

The members on the audition panel should be the same on all nights of auditions, unless not possible.

**4.11.2** In the case of more than one Production in a single semester, auditions for the production being held sooner should be held before the other auditions.

**4.11.3** Auditions are held privately (i.e., no audience other than the audition panel).

**4.11.4** Any and all discussions being had by the audition panel on potential casting should be had in confidence.

**4.11.5** If the audition material is being provided at the auditions, it should not be provided to any individual or group prior to the audition except in exceptional circumstances.

**4.11.6** If someone is unable to come to auditions for a valid reason, they may be provided the audition material and allowed to send in a recorded audition. It should be noted that they have the advantage of being able to send their best take.

**4.11.7** Once someone has emailed to accept a role in a Production, they cannot audition for other productions with rehearsals happening simultaneously. If the person wishes to audition for another production, they must turn down their first offer.

**4.11.8** At any stage of the production process, the Committee reserves the right to veto any casting decision due to exceptional circumstances strictly relating to the health and safety of society members. There must be a majority vote held to do this.

**4.11.9** Requirements for a specific role (e.g., physical intimacy, stunts, accents) will be communicated to someone auditioning for the role during auditions process.

## **Section 4A The Committee**

### **4A.1\* Committee Members**

Committee members shall represent particular activity interests and shall undertake to develop these activities within the society, provided that these activities have been sanctioned by the committee.

**4A.1.1** At all times, each and every officer and co-option shall foster the aims of the Society, uphold the Constitution of the Society, and fulfil their roles and responsibilities as laid out in the constitution to the best of their ability.

**4A.1.2** When making a decision as a Committee or subcommittee (including, but not limited to, events subcommittee, audition panels, or production teams) or as an individual on Committee, open communications should always be prioritised with fellow members. Decisions should be made with the smooth running and best interests of the Society in mind.

**4A.1.3** Every Committee member is expected to have read the Constitution in full.

### **4A.2 Composition**

The committee shall be elected solely from its membership (refer to Section 3). It shall be composed of Co-options and the following officials:

- Chairperson
- Secretary
- Treasurer
- Health & Safety Officer (HSO)
- Public Relations Officer (PRO)
- Trips & Events Officer (TEO)
- Engagement Officer
- Arts Officer
- Technical Officer
- Productions Officer
- Stage Manager

The following temporary/optional roles:

- Ordinary Committee Member(s) (OCM)

And the following dual roles:

- Vice Chairperson
- Vice Treasurer
- Writers' Group Leader
- Web-Administrator

**4A.2.1** The following roles may be held by two members and become co-operative positions:

- Chairperson
- Health & Safety Officer (HSO)
- Public Relations Officer (PRO)
- Arts Officer

**4A.2.2** Dual roles should be held in addition to one other Committee position, however, should the need arise, they can be held by one individual.

**4A.2.3** The Chairperson may co-opt any member of the Society as the need arises, however they do not hold a permanent position on the Committee.

**4A.2.4** Co-Options are deemed to hold non-Officer positions on the Committee and do not need to be elected at an A.G.M. or E.G.M.

### **4A.3\* Core Committee Positions**

The Core Committee positions, all of which must be filled by a full member of the Society as per Article 3.2.1, are defined as the Chairperson, Secretary, Treasurer, Public Relations Officer, and Health & Safety Officer. Two of the first three listed people (Chairperson, Secretary, and Treasurer) must be designated as the Society's representatives on the Clubs and Societies' Council. Various Clubs and Societies may see other Committee positions as core positions *BUT* it is at the discretion of the Clubs and Societies Executive on a case-by-case basis beyond those specifically outlined above.

#### **4A.3.1 Chairperson**

The Officer whose duties encompass those of the Chairperson is in charge of the overall running of the Club or Society. This officer is to be known as the Chairperson.

The roles of the Chairperson include, but are not limited to:

- Mediation in disputes arising in the Society
- Chairing committee meetings
- Holding the deciding vote should a tie occur in a committee meeting vote
- Ensuring the Committee are performing their roles to the best of their abilities
- Offering leadership to the committee
- Being the external liaison and public face of the Society.

**4A.3.1.1** The Chairperson should not sit on any panel governing a selection process in which the Chairperson is competing (e.g., a casting panel) unless there is no other suitable candidate.

#### **4A.3.2 Secretary**

The Officer whose duties encompass those of the Secretary is in charge of maintaining all documentation necessary for the running of the Society. These roles shall include, but not be limited to:

- Recording the minutes of any and all meetings and the handover documents for the next Committee.
- Overseeing of the Society's general email accounts.
- Documenting the membership of the society.
- Should also keep a record of the Society's timetable, and any University rooms or venue booking each semester.

#### **4A.3.3 Treasurer**

The Officer whose duties encompass those of the Treasurer is in charge of maintaining the Society's accounts and of submitting the Society's budget submission. Their roles include, but are not limited to:

- Keeping the Committee informed of the current financial situation of the Society with weekly reports at committee meetings and uploading the monthly bank statement to the committee dashboard.
- Ensuring all expenses incurred by the Society are approved before any transfer or reimbursement is conducted.
- Safe keeping of the Society's petty cash box, which should also contain the Society's lodgement card, and card terminal (e.g. SumUp Machine).
- Maintaining high cyber security standards for any account that handles Society money (e.g. SumUp/PayPal Account).

**4A.3.3.1** Candidates must have held the position of Vice-Treasurer or have previous Treasurer experience in order to run for this position.

#### **4A.3.4 Health and Safety Officer**

The Officer whose duties encompass those of the Health and Safety Officer (HSO) is in charge of ensuring the Society's safety statement is relevant and achievable, that the Society ensures good safety records are kept, and that the Society follows its safety statement. The roles of the HSO include, but are not limited to, liaising with Directors of Productions to ensure that they adhere to the Society's safety statement.



**4A.3.4.1** The Health and Safety Officer must hold a relevant first aid qualification of any level.

**4A.3.4.2** In the event that no candidates have a relevant first aid qualification, some other Committee member must.

**4A.3.4.3** In the event of a public health emergency, it is the HSO's responsibility to ensure the society is compliant with all relevant guidelines.

**4A.3.4.4** If any issues (health, safety, misconduct allegations, bullying, etc.) within the society arise where a meeting between people is needed (e.g., health, safety, disciplinary breaches, etc.), the HSO is to be present and involved for the duration of the situation, unless there is a conflict of interest.

#### **4A.3.5 Public Relations Officer**

The Officer whose duties encompass those of the Public Relations Officer (PRO) is in charge of publicising all Society events and ensuring that all advertising and social media posts are approved by the Committee, either through written approval of each post, or through following agreed-upon guidelines. Their roles include, but are not limited to:

- Writing and publishing the Society's weekly update.
- Updating of the Society's social media pages.
- Liaising with the other officers, particularly the Trips and Events Officer and the Producers, with regard to advertising upcoming trips, events and productions.

Any person wishing to be nominated for the position of PRO should have the relevant skills to design and create various advertising media.

#### **4A.4 Other Committee Positions:**

The following are the other officers of the Committee and their duties

##### **4A.4.1 Engagement Officer**

The Officer whose duties encompass those of the Engagement Officer is in charge of encouraging all members to take part in Society activities and foster their awareness of the opportunities available to them within the Society. Their roles include, but are not limited to:

- Ensuring that members are aware of all productions, workshops, trips and events planned by the Society.

- Be aware of any issues affecting members within the Society in order to bring such issues to the Committee for discussion.
- Advocating for the wants of general society members within committee discussions.
- Recording the attendance at weekly workshops.
- Creating brainstorming and feedback forms at the beginning and end of each semester, and sharing the results with Committee for discussion.
- Providing general assistance to other Committee roles; in doing so, they can gain an understanding of the functioning of the Committee as a whole.

#### **4A.4.2 Trips and Events Officer**

The Officer whose duties encompass those of the Trips and Events Officer (TEO) is in charge of planning and organising all trips and non-production events of the Society. Their roles include, but are not limited to:

- Ensuring the smooth and efficient running of these events, and resolving any issues arising as a result of the events.
- Representing the society at each event; where this is not the case, it is the sole responsibility of the officer to ensure someone attends in their place. If an incident occurs in their absence, it still remains the responsibility of the officer to resolve it.
- Liaising with committee members, including:
  - Liaising with the Treasurer to produce a budget for each event, to obtain petty cash (if necessary), and hand over all takings from said event by the next Committee meeting, to the Treasurer.
  - Liaising with the Secretary in order to book venues and timetable events.
  - Liaising with the Public Relations Officer(s) about the details of trips and events, so that they can be advertised in a timely manner.
  - Along with the Health and Safety Officer, ensure the safety of each event for its duration.

#### **4A4.3 Productions Officer**

##### **Responsibilities:**

The Productions Officer shall take on the role of a traditional Producer, with responsibilities including but not limited to:

- Overseeing the administrative and logistical aspects of all productions staged in the name of the Society.

- Responsible for reading all submissions and writing a producibility report on each to provide to committee
- Responsible for anonymising all original submissions before providing them to committee.
- Assigning assistant-producers to each production operating under the “Produced by Drama Soc” Clause (while discussing with director)
- Ensuring the smooth planning and execution of productions, including budgeting, scheduling, and securing necessary resources.
- Collaborating with Directors, Stage Managers, Arts Officers, and Technical Officers to meet the artistic and technical requirements of each production.
- Leading the effort to secure performance rights, venues, and other necessary approvals for productions.
- Coordinating marketing and publicity efforts with the Public Relations Officer to ensure effective audience engagement and ticket sales.
- Managing the production's financial aspects in coordination with the Treasurer, including approving expenditures and monitoring budgets.
- Acting as the primary point of contact between the production team and the Society's committee, facilitating communication and resolving conflicts as needed.
- Presenting detailed production plans, including budgets and schedules, to the committee for approval.

**4A.4.3.1** Productions Officers are not allowed to be cast in any semesterly production.

**Structure:**

The Productions Officer shall:

- Represent the production team at committee meetings and report on the status and progress of all productions.
- Be responsible for coordinating front of house for each production
- Ensure compliance with Society policies and procedures during the production process.
  - Collaborate with the Stage Manager, Arts Officer, Technical Officer to ensure the timely setup and takedown of productions.

**4A.4.4 Stage Manager**

**Responsibilities:**

The Officer whose duties encompass those of the Stage Manager shall be responsible for:

- Overseeing the maintenance and general upkeep of the Society's performance space, including stage equipment, props, and set materials.
- Liaising with the University's Buildings and Estates department regarding the maintenance and repair of facilities under the Society's use.
- Collaborating closely with the Arts Officers, Productions Officers and Technical Officers to ensure the smooth operation of technical rehearsals and productions, including the procurement and management of props, costumes, and set materials.
- Acting as a point of contact for production teams to resolve any logistical issues related to the performance space and equipment.
- Preparing and presenting reports on the condition of the performance space at committee meetings.
- Ensuring compliance with the Society's Health and Safety guidelines in coordination with the Health and Safety Officer.
- Assisting the Arts Officer in organising clean-up and maintenance events for the performance space, including end-of-semester and post-production activities.

The Stage Manager shall:

- Hold equal responsibility with the Arts Officer for the condition of the performance space post-production.
- Attend all committee meetings as a voting member, providing updates and addressing concerns related to the performance space and its use.
- Be a member of any sub-committees related to productions, serving as a bridge between production teams and the core committee.

**4A.4.4.1** Stage Managers are not allowed to be cast in any semesterly production.

#### **4A.4.5 Arts Officer**

The officer whose duties encompass those of the Arts Officer is in charge of all artistic aspects of each production staged in the name of the Society, as well as the upkeep of the Society's equipment. Their roles include, but are not limited to:

- Liaise with the Director, Producer, Technical Officer and Stage Manager for each production, and must attend technical rehearsals.
- Designing the props and sets of each production.
- Liaise with the Health and Safety Officer regarding the safe use of equipment.

- Liaise with both the Stage Manager and Treasurer with regard to the use/buying of props, costumes, and set material for each production.
- Aid the Producer in arriving at a budget for each production, which must be proposed to and approved by the Committee.
- General upkeep and maintenance of the theatrical space, associated props, and costumes, dressing rooms, and stage area.
- Liaise with the Buildings and Estates Department of the University of Limerick regarding any issues with the theatrical space which come under their jurisdiction.
- Hold equal responsibility with the Stage Manager for the condition of the theatre after the run of each production.

**4A.4.5.1** The Arts Officer is responsible for keeping the prop rooms clean, and for ensuring a clean-out happens at least once per semester.

#### **4A.4.6 Technical Officer**

The Technical Officer shall oversee the technical aspects of theatre and maintain any technical assets belonging to the Society. They are involved in organising elements such as lighting and audio. The Officer must liaise with the Director, Producer, Stage Manager, and Arts Officer(s) for each production and must attend technical rehearsals.

**4B.5.1** The Technical Officer should ensure that at least one Tech Workshop is held by the Society per academic year, except in exceptional circumstances.

#### **4A.4.7 Ordinary Committee Member**

Ordinary Committee Members (OCMs) can be elected by the Committee or the Society at any point in the semester, without the need for an A.G.M, in the event the Committee feels they are stretched too thin, or that special circumstances call for an ordinary society member to have the right to vote and sit in on Committee meetings (e.g., the Director of a production). The amount of Ordinary Committee Members is subject to necessity, with a maximum of number allowed set at one quarter of the current committee size.

### **4A.5 Dual Roles**

The following are the dual officer roles of the committee and their duties

#### **4A.5.1 Vice-Chairperson**

The Officer whose duties encompass those of the Vice-Chairperson shall assist the Chairperson wherever needed and chair committee meetings if the Chairperson is absent. In the event of a sudden resignation of the Chairperson, they will act as interim Chairperson until an election can take place at the next A.G.M or E.G.M.

#### **4A.5.2 Vice Treasurer**

The officer whose duties encompass those of the Vice-Treasurer is in charge of assisting the Treasurer with the Society's financial affairs. Their role includes, but is not limited to, assisting with the preparation of budget and funding applications, reimbursements, and cash and bank transactions.

**4A.5.2.1** In the event of the position of Treasurer becoming vacant, the ViceTreasurer will become the Acting Treasurer until such time as the position of Treasurer is filled.

#### **4A.5.3 Web-Administrator**

The Officer whose duties encompass those of the Web-Administrator is in charge of web administration on UL Wolves. Their role includes, but is not limited to, updating and maintaining the society's page on UL Wolves.

#### **4A.5.4 Writers' Group Leader**

The Officer whose duties encompass those of the Writers' Group Leader is in charge of planning and leading sessions focused on writing for drama and other forms of written production, organising guest Writers' Group leaders, and keeping members informed of the activities of Writers' Group.

#### **4A.5.5 Bank Mandate Signatories**

The signatories named on the Society's bank mandate may be agreed on by the Committee, but the Treasurer must be included. Bank mandate signatories should be decided in accordance with Section 8.1.2.

### **4B Other Society Roles**

The following are important, Production-related, non-Committee roles and their duties.

#### **4B.1 Director**

The member whose duties encompass those of the Director is in charge of informing the productions officer and arts officer of any and all changes to the production for which they hold responsibility, as outlined in the original submission. They should make regular and frequent reports to the committee via written or electronic format and in person at least once before the date of the production.

**4B.1.1** It is to be noted that at all times the Director is answerable to the current Committee.

**4B.1.2** The Director is responsible for obtaining explicit consent from any actors involved in physically-intimate scenes that they are comfortable with said scenes.

**4B.1.3** Directors should be co-opted by the Chairperson as an OCM for the duration of their directorship, where judged necessary.

**4B.1.4** Directors are automatically welcome to Committee meetings, however the Committee can ask them to step out of the room while discussing any particular topics, where judged necessary.

## **4B.2 Producer**

A producer must be assigned to each production in the Society. The member whose duties encompass those of the producer include, but are not limited to:

- Must attend all rehearsals, where possible
- Ensure cast and crew are completing their responsibilities
- Liaise with technical officer, director, stage manager, costumes director and arts officers, and report back to committee
- Resolving any practical issues arising as a result of the production.

**4B.2.1** It is to be noted that at all times the Producer is answerable to the current Committee.

**4B.2.2** The role of Producer may ordinarily be undertaken by one or both of the elected Productions Officers.

## **4B.3 Costumes Director**

The officer whose duties encompass those of the Costumes Director is in charge of costumes for each production staged in the name of the Society as well as the upkeep of the Society's costumes. The officer must liaise with the Director, Producer, Stage Manager, and Arts Officer(s) for each production and must attend technical rehearsals. They must liaise with the Health & Safety Officer regarding the safe use of equipment.

They must liaise with both the Stage Manager and Treasurer with regard to the use/buying of costumes and material for each production and aid the Producer in arriving at a budget for each production, which must be proposed to and approved by the Committee.

The Costumes Director is also responsible for the general upkeep and maintenance of the costumes, dressing rooms and stage area. The officer will hold equal responsibility with the Arts Officer(s) for the condition of the costumes after the run of each production.

## **Section 5 Meetings**

### **5.1 Meetings of the Society**

**5.1.1** All meetings shall have an agenda, which clearly lays out the format for all topics to be discussed at the meeting and shall be made available prior to the meeting. This will be freely distributed to members of the Society, where requested.

**5.1.2** Minutes must be taken at all meetings of the Society. Minutes will be taken by the Secretary of the Society or a person acting on their behalf. **5.1.3** All minutes must be made available to any and all members of the society, on request.

**5.1.4** Each meeting shall have an acting Chairperson who will ensure that there is an order to the proceedings.

**5.1.5** Each member has the right to express their opinion on any and all matters arising in a meeting, but must do so in an appropriate manner.

**5.1.6** Should any member(s) of the assembly compromise the running of the meeting, they may be asked to leave by the Chairperson of the meeting.

**5.1.7** Should the overall order of the meeting reach such a point that meeting can no longer be maintained, the meeting shall be deemed suspended until such point that a new date which should occur within 5 university days.

### **5.2 Quorum at Meetings**

**5.2.1** \* The ULSU constitutional minimum membership of a club or society is 25. The minimum quorum at a general meeting shall be 15 members, excluding core committee members, up to a 100 person membership. It shall be 5 additional members per 100 increases in membership thereafter up to a maximum membership of 500.

**5.2.2** \* If quorum is not reached a general meeting must not proceed, but must be reconvened within one week.

**5.2.3** \* If a club or society fails to reach quorum at a reconvened general meeting it will be put forward for de-recognition at the next Clubs and Societies Council.

**5.2.4** The quorum of committee meetings is deemed to be the presence of the Chairperson or Vice-Chairperson and at least two other committee members

### **5.3 Voting**



**5.3.1** Voting can only take place if the meeting is quorate

**5.3.1.1** The Secretary or representative must ensure that the meeting is quorate

**5.3.1.2** The Secretary must record the number of Members who are eligible to vote that are present at each vote.

**5.3.1.3** It should be recorded in the minutes of the meeting all votes cast; those for, against, abstained, and spoilt.

**5.3.1.4** A ballot is considered to be spoiled, void, null, or informal if it is regarded as not showing a clear preference. This may be done accidentally or deliberately

**5.3.2** Voting is by method of single transferable vote, whereby each Full Member is entitled to one vote only.

**5.3.2.1** The Chairperson may decide to use another method of voting, with the unanimous support of the Committee.

**5.3.2.2** A secret ballot for any society vote can be requested by any party taking part in a vote; the Committee may unanimously decide to decline this request if it is judged to be made in bad faith.

**5.3.3** Any person(s) who opts to tally the votes must abstain from the voting process.

**5.3.3.1** Votes cast, spoilt, and abstained must equal the number of voting members present.

**5.3.3.2** Should cast, spoilt, and abstained votes not equal the number of voting members present, another vote will be taken.

**5.3.3.3** Should two or more candidates running for a position receive an equal number of votes, the assembly shall vote a second time by the same method.

**5.3.4** \* In all events of a tie on two successive occasions, at any meeting of the Society, each member of the Society shall have one vote, but in the case of equality of votes, the Chairperson shall have a second or casting vote. Decisions will be made based on a majority vote of those members present at the meeting.

**5.3.5** The tally of votes is done by the abstainer(s) in a designated area which is observed by the assembly or representative, but such that they cannot interfere with the tally procedures. This is to ensure the integrity of the procedures.

**5.3.6** \* Motions and Resolutions must be passed by a simple majority of those in attendance to be deemed adopted.

#### **5.4 Annual General Meeting (AGM) & Extraordinary General Meetings (EGM)**

**5.4.1** A General Meeting of the Society can be called in written or electronic format to the Chairperson by any sub- or co-opted Committee of the Society, or notice mutually co-signed by 15 or more full members, stating clearly their purpose in requesting it.

**5.4.2** \* There must be 14 University days' notice of any General Meeting, and a call for submissions and motions, to be submitted 6 days in advance. Final agenda including submissions and motions are to be circulated to all members 5 days in advance.

**5.4.3** \* The Clubs and Societies Executive must be notified of all General Meetings

**5.4.4** An Annual General Meeting (A.G.M) shall refer to the General Meeting which must be held once annually during the Academic Year.

**5.4.5** An Extraordinary General Meeting (E.G.M) refers to any General Meeting of the Society excluding the A.G.M, and Emergency General Meetings.

**5.4.6** \* General Meetings must be publicised widely through at least two mediums (text, email, posters)

**5.4.7** In the event of a conflict of interest, the Chairperson must vacate the Chair and seek an independent Chairperson for the duration that the conflict persists.

**5.4.8** \* At the A.G.M, the retiring committee shall present for approval to the meeting the financial accounts of the society for the year ending at the A.G.M.

**5.4.9** \* At the A.G.M all offices will become vacant, and the Committee shall be elected for the next year.

#### **5.5 Emergency General Meeting**

**5.5.1** An Emergency General Meeting shall never be abbreviated as "E.G.M", so as to denote the importance of such an event occurring.

**5.5.2** An Emergency General Meeting shall be called only where matters arise that need to be resolved with due urgency and that affect the running of the whole Society, or where a complaint is made that has resulted in the Committee's suspension of a person's membership.

**5.5.3** \* An Emergency General Meeting must be called if the Chairperson is requested in writing to hold one at the request of 15 or more full members, stating clearly their purpose in requesting it.

**5.5.4** \* The Clubs and Societies Development Officer must also be made aware of this request.

**5.5.5** There must be 5 University days' notice of an Emergency General Meeting stating clearly its purpose. Final agenda shall be circulated to all members 2 days in advance.

**5.5.6** The Chair of an Emergency General Meeting is the Society Chairperson by default. Where the Emergency General Meeting has been called regarding the current Chairperson, the Vice Chairperson will take their place.

**5.5.6.1** In the event where the Chairperson and Vice Chairperson cannot preside, the Committee will select a Core Committee member to do so.

**5.5.7** \* The minimum quorum of an Emergency General Meeting the presence of all implicated persons with a minimum of 15 members present, excluding core committee members, up to a 100 person membership. It shall be 5 additional members per 100 increases in membership thereafter up to a maximum membership of 500.

**5.5.8** Any party may have legal representation present if they so wish, but do so at their own expense

## **5.6 Committee Meetings**

**5.6.1** \* The Committee shall meet at least six times per academic year with least two meetings per semester are be held. The Committee may regulate their own procedures. The Secretary shall give at least two university days' notice of any Committee meetings.

**5.6.2** The current Chairperson will decide how often sub- and co-opted committee meetings will be held.

**5.6.3** The Chairperson shall hold the deciding vote at Committee meetings should a tie occur in a vote. Should the Chairperson not be present, the Vice Chairperson shall hold the deciding vote should a tie occur in a vote.

## **Section 6 Health and Safety**

### **6.1 \* Duty of Care**

There is a legal and fundamental *Duty of Care* on the Society Committee and their members to ensure that the planned activities are safe to participate in and that member don't engage in behaviour likely to cause harm. The principles of Health and Safety are based on the concept of:

- Risk Assessment,
- Analysis,
- Elimination and • Reduction.

### **6.2 \* Health & Safety Statement**

**6.2.1** The Society/Club must have a Health & Safety Statement. This must follow the template provided by the Health & Safety Consultants for Clubs & Societies. This will be available on the Clubs and Societies website.

**6.2.1** The Health & Safety statement must be reviewed annually by the Committee to ensure it remains relevant to the Society/Club's activities and is compliant with any legislative changes or directives issued by a governing body.

**6.2.1** The Committee will inform its members of their obligations under the terms of the Health & Safety Statement. This should be undertaken at a general meeting and per event/trip briefing.

### **6.3 \* Foreign Trips Policy**

**6.3.1** If any member intends to make a foreign trip on Society/Club business, they must inform the Clubs and Societies Development Officer (CSDO).

**6.3.2** An itinerary must be furnished to [the parties in 6.3.1] in advance of all trips outside of the island of Ireland. The itinerary must include.

- (i) Flight/Ferry information, and accommodation phone numbers and a daily schedule of the planned activities.

(ii) The contact details of the event coordinators while abroad and the person/people designated to be responsible for First Aid (where possible). (iii) In Case of Emergency (ICE) contact details must be provided by every participant to the event coordinators, and provided to the CSDO at least a week in advance of the planned trip.

**6.3.3** The member must take the Clubs & Societies Travel Insurance Policy Number on any trip, which is available from CSDO or ULSU Secretary General in advance of the trip.

**6.3.4** In accordance with the Health & Safety Statement, the contact details for the Clubs and Societies Development Officer, General Manager, and ULSU Chairperson must be provided to the event coordinators.

## **6.4 Stage Fighting and Stunt Co-Ordination**

**6.4.1** Stage fighting workshops must take place once each academic year at a minimum, but must take place every semester where stage fighting occurs in one or more of the semester's productions.

**6.4.2** Any members participating in a stage fight must have attended the stage fighting workshop.

**6.4.3** All stage fights and stunts must be choreographed at least 2 weeks prior to the production and must be signed off by a minimum of two committee members, one of which must be the Health and Safety Officer.

## **Section 7 Disciplinary Action**

### **7.1 \* Initiation of Disciplinary Action**

The following constitute breaches of discipline:

- (i) Serious or persistent breach of Health and Safety.
- (ii) Bringing the name of the Society/Club into disrepute.
- (iii) Acting against the aims and/or objectives of the Society/Club
- (iv) Misappropriation of any funding relating to the Society/Club
- (v) Discrimination & Harassment as defined in the Equal Status Act 2000
- (vi) Gross misconduct by any member.

1. All complaints relating to alleged breaches of discipline shall be made in writing (including email) to a member of the Core Committee and to the CSE in reasonable proximity to the date of the matter giving rise to the complaint. The member of the Core

Committee shall submit that written complaint to the Committee, whose decision, subject to the provisions of this rule, shall be final and binding.

2. On being advised of a complaint of an alleged breach of discipline and being of the opinion that the matter is of a sufficiently serious nature, the Committee, acting with all reasonable haste, shall appoint a sub-committee (as per section 3.1), comprising of five full members to deal with and adjudicate upon the complaint. (For the purposes of this section 7, the sub-committee dealing with the complaint is hereinafter termed "**the Discipline Committee**").
3. A written notice of a date, time, and place of the meeting of the Discipline Committee at which such matters are to be considered and the nature of the complaints shall be given to the member concerned at least fourteen (14) days prior to the meeting.
4. The member shall be entitled to attend at such meeting and shall be afforded the opportunity to respond to the complaints
5. The quorum for a meeting of the Discipline Committee shall be three (3). Voting shall be by secret ballot, and the elected Chairperson of the Discipline Committee shall be entitled to vote and not have a casting vote. A majority of those present and voting shall be required to find a member in breach of discipline. The Discipline Committee shall have power to caution, discipline, and sanction such member in such manner as it considers appropriate, or to suspend the member's membership for such period as it considers appropriate, or to expel the member from membership of the Society/Club or of any committee thereof, or to impose such condition on members continued membership as the Discipline Committee considers appropriate.
6. During a period of suspension, a member shall be denied all rights and privileges of membership. In the event of suspension or expulsion the member shall not be entitled to a refund of the whole or any part of the Membership Fee for the year/s in which a suspension or expulsion occurs, and any Membership Fee falling due within the period of suspension shall remain due and payable.
7. A member desiring to appeal against the finding of the Discipline Committee and/or against the sanction imposed may within fourteen (14) days of the decision request the CSE to consider the appeal. Such request must be made in writing. Upon the receipt of such an appeal the CSE shall appoint one of its members to hear the appeal, who will request written submissions from both the Discipline Committee and the member lodging the appeal and shall make their decisions based on those written submissions. In exceptional circumstances the CSE appointee may (at his or her sole discretion) convene a meeting with either or both of the Discipline Committee and/or the appellant, either alone or together.

8. In the event that a finding by the Discipline Committee of a breach of discipline is upheld, or in the event of an appeal against severity of sanction only, the CSE shall, inter alia, have power to reduce or increase the sanction.
9. Pending the decision of the CSE, the sanction imposed by the Discipline Committee shall not take effect.
10. The decision of the CSE shall be final and binding.

## **7.2 Disciplinary Action**

The Clubs and Societies are voluntary social, recreational and leisure clubs who run activities for students and staff of the University of Limerick to enjoy in their leisure time. In this regard, we would hope that Club & Society members will get along with each other without any grievances arising. However, we do understand that from time to time, grievances caused by misunderstanding, disagreement or general dissatisfaction may occur among Club members. Full recognition is given to the significance of personal grievances and it is our policy that all grievances will be dealt without undue delay and resolved at the earliest possible stage

1. In the first instance, it is expected that any Club member with a grievance will attempt to resolve it informally by speaking with the individual(s) concerned in an attempt to resolve the issue amicably. If a resolution is agreed at this stage, both members involved should agree to put the issue behind them for the good of the Club/Society.
2. If the member experiencing the grievance does not feel confident in approaching the individual(s) concerned, they should speak to a member of the Club/Society committee and explain their grievance to them. The committee member should facilitate a meeting between the member and the individual concerned with a view to resolving the grievance as quickly and amicably as possible. This meeting should take place within five days of the member raising the grievance.
3. If there is no agreement at this stage, the member experiencing the grievance should submit their grievance in writing to the Club committee. The committee should appoint two members of the committee to investigate the grievance within five days of receiving the grievance. The investigation should be done through meeting both parties involved in the grievance and any other person who the two members consider appropriate. Minutes should be taken at the meeting and a report of the findings prepared. A decision should be made by the two members as to what the outcome of the grievance is. This information should then be presented to both parties of the grievance. Those investigating the grievance should aim to resolve the grievance within ten days of receiving the grievance.

4. If either party is unhappy with the outcome of the investigation into the grievance, they should appeal the decision to the Clubs and Societies Executive Committee outlining the reasons for the appeal within seven working days of receiving the outcome of the grievance. The Clubs and Societies Executive Committee should appoint two members to hear the appeal meeting within five days of receiving the appeal. An investigatory meeting should take place if necessary and a decision made within ten days of receiving the appeal.
5. It is expected that at any stage at which resolution is achieved that the members will agree to work together in harmony for the sake of the other members of the Club.

### **7.2.1 Bullying and Harassment Procedures:**

There is both an informal and formal procedure to deal with the issue of bullying/harassment within the clubs. It is our aim that any investigation that takes place will be completed as quickly as possible.

### **7.2.2 Informal Procedure:**

It is often preferable for all concerned that complaints of bullying or harassment are dealt with informally whenever possible. While in no way diminishing the issue or the effects on individuals, an informal approach can often resolve matters more effectively. As a general rule therefore, an attempt should be made to address an allegation of bullying/harassment as informally as possible by means of an agreed informal procedure. The objective of this approach is to resolve the difficulty quickly and effectively, with the minimum of conflict and stress for the individuals. Any member who believes he or she is being bullied/harassed should explain clearly to the alleged perpetrator(s) that the behaviour in question is unacceptable. In circumstances where the member finds it difficult to approach the alleged perpetrator(s) directly, he or she should seek help and advice, on a strictly confidential basis, from a fellow member of the Club. The fellow club member can be a support for the complainant in approaching the alleged perpetrator to explain the reasons they feel they are being bullied or harassed.

It is recognised that it may not always be practical to use the informal procedure, particularly where the harassment / bullying is of a very serious nature.

### **7.2.3 Formal Procedure:**

If an informal approach is inappropriate or if, after the informal stage, the bullying/harassment persists, the following formal procedures should be invoked: -

1. The complainant should make a formal complaint, in writing, to the Club committee detailing precise details of actual incidents of bullying/harassment; for example, state the name of the alleged perpetrator, the nature of the complaint, dates and times of when



the incidents occurred, witnesses, and any action that the complainant may already have taken, if any.

2. The alleged perpetrator(s) should be notified in writing that an allegation of bullying has been made against them. They should be given a copy of the complainant's statement as soon as is practicable and advised that they shall be afforded a fair opportunity to respond to the allegation(s), within specified time limits. No outcome regarding the complaint will be made until a full and fair investigation has taken place.
3. Before commencing an investigation, the Club committee may take the decision to exclude the alleged perpetrator from any Club activities while the investigation is ongoing if it is deemed appropriate. This in no way implies any wrongdoing on the part of the perpetrator but will be taken as a cautionary measure to prevent exacerbating the situation between the complainant and the alleged perpetrator.
4. The Club/Society committee will appoint two members of the committee who will be tasked with investigating the complaint. They will prepare clear terms of reference which outline the background to the complaint, who should be interviewed through the course of the investigation and the timeline in which to resolve the complaint.
5. Meetings will be arranged with the complainant, the alleged perpetrator, and any other person who the two members consider appropriate. All will be asked to respond to the complaint and detail their version of events. Both parties and witnesses have the right to be accompanied by a representative at all meetings. Meeting notes will be taken and once committed to type must be signed by the relevant person who was interviewed as a true and accurate reflection of the discussion.
6. Those investigating will prepare a report of their findings and submit it to the Clubs/Societies committee for a final decision. The two committee members who have taken part in the investigation should not make a decision regarding the outcome.
7. Once a decision has been made, the complainant and the alleged perpetrator must be informed as soon as is practicable.
8. If the complaint is upheld, the Club/Society committee will instigate the Clubs and Societies Disciplinary Procedures. Actions taken can include expulsion from the Club/Society.
9. If the complaint is not well found, both parties should be brought together by the Club/Society committee and a mediation process should be implemented to ascertain whether both members can move on and continue to partake in the club/societies activities.
10. If the complaint is discovered to be malicious or vexatious, the Club/Society

11. Committee may instigate the Clubs and Societies disciplinary procedures against the complainant.
12. Retaliation of any kind against the member for complaining may also constitute
13. Bullying/harassment and is a serious disciplinary offence.

#### **7.2.4 Appeals Process**

If either party is unhappy with the outcome of the investigation, both parties have the right to appeal to the Clubs and Societies Executive Committee within 5 working days of the findings being issued. A party, who wishes to appeal the outcome, should put the reason for the appeal in writing and address it to the Student's Union Chairperson.

Upon receiving the appeal letter, the Clubs and Societies Executive Committee will appoint two members of the Committee to hear the appeal. They may choose to conduct further investigations or implement a new investigation. A decision regarding the outcome should be taken within ten working days of receiving the appeal.

#### **Confidentiality:**

All individuals involved in the procedures referred to above should maintain strict confidentiality on the subject. All involved will be reminded of this throughout the investigation process.

#### **7.3 Suspension and Expulsion of members**

Should a member be accused/suspected of seriously breaching any of the conditions outlined in section 7. They will be ordered to appear before a General Meeting of the Society, as set out in Section 5.5

**7.3.1** The entire society shall be informed in written or electronic format should this occur, being given no less than 48 hours' notice of the suspension being handed down.

**7.3.2** The proceedings for an Emergency General Meeting are laid down in Section 5.5 whereby the accused has the right to appeal the decision to have their membership suspended.

**7.3.3** If the accusations are proven true, then the meeting has the right to revoke the membership of the guilty party or hand out a suspension of any length deemed suitable, by a two-thirds majority vote of all members present.

**7.3.4** In the event of the accused party being proven innocent, their membership shall be reinstated immediately.

**7.3.5** The burden of proof falls on the accusing party.

**7.3.6** Should the claims be found to have been falsified in a deliberate, non-genuine fashion; the accusing party may themselves be subject to disciplinary action.

## **Section 8 Financial Matters**

### **8.1 \* Funds**

**8.1.1 \*** All funds raised by the Society/Club must be used for the express purpose of the promotion and development of Clubs & Societies activities under the auspices of the Students Union except in the case of funds raised by a charity event.

**8.1.2 \*** In the event of de-recognition of the Society/Club, any funds remaining shall revert to the Clubs & Societies to be administered by the CSE.

### **8.2 \* Bank Accounts**

**8.1.1 \*** All accounts operated by the Society/Club must be made known to the CSE in the annual budget.

**8.1.2 \*** At least three (3) officers of the Committee, of which one must be the Treasurer, shall be nominated as signatories on the Bank Mandate for the Society/Club's accounts, and at least two (2) officers, of which one must be the Treasurer, is required sign off on all transactions.

**8.3** No member shall be held responsible for any of the Society's expenses, where such expenses result from an action approved by the Society's Committee.

**8.3.1** All expenses must have an associated expense request. Each expense request is championed by an individual committee member. This champion is the correspondent for the Treasurer, to consult on details of the request.

**8.3.2** Expense requests of up to €50 can be approved solely by the Treasurer. Any request over this amount must get committee approval.

**8.3.3** Once an expense request is approved, a record (e.g. email) of this approval must be given to the corresponding champion of the request.

**8.3.4** An expense request can cover a range of smaller expenses (e.g. props, costumes, confectionary).

**8.3.5** Expense requests must not be duplicated. If a given expense request will run over budget, the expense request can be modified to adjust for this change. However, it must still comply with all above rules as if it was a new expense

request. This is to prevent a budget of over €50 being approved without the committee by submitting two expense requests for the same expense

## **Section 9 Equipment Policy**

**9.1 \*** The ownership of all equipment owned under the guise or name of the Drama Society of the University of Limerick under the auspices of the Students Union shall remain the property of the Clubs & Societies of University of Limerick. Any monies raised sponsorship or donations, personal or otherwise, which contribute to the purchase of equipment, shall automatically be deemed as property of the Society. All Society inventory shall be used for the promotion of the Society's aims in accordance with this constitution, with the consent of their committee and subordinate to the University of Limerick Students Union constitution.

**9.2 \*** In the event that the Society is de-recognised by the Clubs and Societies Executive the ownership of all equipment/inventory shall be transferred back to the Clubs and Societies of the University of Limerick Students' Union. This equipment may be held in trust until the Society is re-started or a similar interest Society that may benefit from the use of such equipment. It may also be decided in the event of de-recognition to sell off all such assets and return all proceeds to the special events fund or annual budget of clubs and societies as appropriate.

**9.3 \*** All committee members of the Society must ensure in the event of de-recognition that all equipment is returned without delay complete with keys for storage and location where necessary. The committee charged with the responsibility of equipment records, logbooks and maintenance records are liable for the welfare and transfer of all such equipment. Failure to comply shall compel the Clubs & Societies Executive to initiate the necessary proceedings legal or otherwise.

**9.4 \*** Pursuant to these aims, the committee members of the Society are responsible for keeping a record of all assets controlled by the Society. They are also responsible for the storage and maintenance on any equipment and for keeping records of the maintenance, which shall be available to the Clubs and Societies Executive on request.

**9.5 \*** The Clubs & Societies Executive shall be the arbitrators of all aspects of the Clubs & Societies Equipment Policy.

**9.6** All borrowed items **MUST** be returned to the lender(s), and all items over €50 should have a written contract detailing the item, return date, loan period, and price of a new replacement in the event of it being lost.

## **Section 10 Legal Protocol**

### **10.1 \* Protocol on Legal Proceedings**

The Society/Club shall comply with the Clubs and Societies Executive Club and Society Protocol in Legal Proceedings, a copy of which is attached as a schedule to this Constitution.

### **10.2 \* CLUBS AND SOCIETIES EXECUTIVE PROTOCOL ON LEGAL PROCEEDINGS**

#### **STEP 1**

A formal request must be made from a Club or Society for legal advice to be sought to the Clubs & Societies Executive. The formal request will be in written form outlining in detail the timeline of alleged grievance and how it affects the clubs activities or good name. Full disclosure of all documents and correspondences (email, phone calls, text, and web) must be made available to the Clubs & Societies Executive. The written request must be accompanied by a signed declaration by the committee that the information contained within is truthful and an accurate account of the issue in question.

#### **STEP 2**

The Clubs & Societies Executive will convene, and the issue will form part of their weekly meetings on the official agenda. Clubs & Society Executive members with membership of the club or society in dispute must declare all affiliations and vacate the meeting where conflict of interest arises.

The Clubs & Societies Executive shall request the signatories of the initial formal request to attend a meeting in person of the Clubs & Societies Executive prior to a decision being made to grant or reject the request for referral to the ULSU solicitor.

A majority decision from is required from the Clubs voting members of the C&S Executive and a majority of the Society voting members of C&S Executive in order to grant permission for the issue to be referred for legal advice to the ULSU solicitor by the Society. In the event of conflicts of interest, it will be a majority of the *remaining* voting members of the Clubs & Societies Executive.

#### **STEP 3**

When a legal opinion has been offered, it must be disclosed in full to the Clubs & Societies Executive. Each subsequent request to proceed from one legal action/proceeding to another will be subject to approval by the Clubs & Societies Executive on the basis of legal opinion and the “majority decision basis”.

#### **STEP 4**

Clubs & Societies Executive retain the right to sanction or reject the initiation of any legal

action or proceeding subject to the legal advises at any time. This shall be on the grounds that no one club or society may unnecessarily expose the level of risk to the overall integrity of the University of Limerick's Clubs and Societies.

## **Section 11 Interpretation**

### ***Interpretation of the Constitution***

**11.1 \*** The Chairperson shall rule on the meaning of the constitution whenever any dispute arises. This may be overruled by a simple majority vote at a general meeting.

**11.2 \*** Where a dispute arises between the common constitution, as passed on the 10<sup>th</sup> March 2009 by UL Clubs and Societies Council and the articles inserted by the society then the original common articles supersede those articles inserted.

**11.3 \*** However, to keep the integrity of the common constitution, as passed on the 10<sup>th</sup> March 2009 by UL Clubs and Societies Council final interpretation of the common articles rests with the Clubs and Societies Executive and their decision is final.

**11.4 \*** If any conflict arises between the common constitution, as Passed on the 10<sup>th</sup> March. 2009 by UL Clubs and Societies Council, and any clubs and societies council policies the common constitution, as passed on the 10<sup>th</sup> of March 2009 by UL Clubs and Societies Council, (in basic form) takes precedence

## **Section 12 “Produced by Drama Soc” Clause**

Members of the Society are entitled to submit a proposal for the formation of a Sub-Committee to organise their own production under the "Produced by Drama Soc Clause." This clause is intended to facilitate members of the Society to organise plays independently, while the Committee facilitates necessary processes such as room bookings, auditions, and promotional activities.

Proposals in this fashion are subject to committee approval wherein a majority vote will be held to determine if the application is successful or not.

### **12.1 Application Process**

Interested members must submit an application to the Productions Officer that includes the following details:

1. **Director:** Name of the individual directing the play.
2. **Producer:** Name of the individual producing the play.
3. **Play Title:** Title and description of the proposed play.

4. **Estimated Length:** Approximate runtime of the play.
5. **Cast Members:** Number of cast members required.
6. **Rehearsal Schedule:** Proposed days and times for rehearsals.
7. **Rehearsal Period:** Estimated duration of the rehearsal period.

## 12.2 Criteria for Submissions

Proposals must meet the following criteria to qualify:

1. **Specific Play/Script:** The applicants must have a specific play or script in mind.
2. **Constitutional Auditions:** Auditions must be conducted in accordance with the audition process outlined in Section 4.11 of this Constitution.
3. **Text Source:** The text must either be entirely original or in the public domain. Proposals involving licensed material will not be considered, and the Society will not provide funding for rights.
4. **Cast Size:** The play must have a cast size of no fewer than 4 and no more than 10 members.
5. **Rehearsal Times:** Rehearsals are prohibited between 6:00 PM and 8:00 PM on Mondays and Wednesdays.
6. **Director's Attendance:** The Director must be present at every rehearsal.

## 12.3 Sub-Committee Formation and Oversight

1. The approved Sub-Committee shall be formed "in association with the Productions Officer," who will act as a liaison to the main Committee.
2. The Sub-Committee will operate independently but must adhere to Society policies and report progress to the Committee periodically.
3. The Committee will provide logistical support, including but not limited to:
  - a. Facilitating room bookings for rehearsals and performances.
  - b. Publicising auditions and the final production.
  - c. Assisting with access to Society equipment and resources.

## 12.4 Budget

### 12.4.1 Budget Approval:

- The budget for each production shall be determined at the discretion of the Committee based on the resources available and the feasibility of the proposal.
- The allocated budget may not exceed €300 per production.

### 12.4.2 Use of Funds:

- Allocated funds may only be used for expenses directly related to the production, such as props, costumes, printing costs, and other essential materials.
- No portion of the budget may be used for licensing fees, as productions under this clause are restricted to public domain or original works.

- All goods purchased using society money are property of the UL Drama Society and shall be handed over to the relevant officer once the show has concluded.

#### **12.4.3 Financial Oversight:**

- The Producer of the approved production must submit an itemised budget proposal to the Treasurer prior to receiving funds.
- Receipts for all expenditures must be submitted to the Treasurer within seven (7) university days of the production's conclusion.

#### **12.4.4 Additional Costs:**

- Any costs exceeding the allocated budget must be covered independently by the Sub-Committee. The Society is not obligated to reimburse expenses beyond the approved allocation however the decision to do so may be made at the discretion of the committee.

### **12.5 Rights and Responsibilities**

The play shall carry the label "Produced by Drama Society," and its production shall reflect the values and standards of the Society. The Sub-Committee assumes full responsibility for the creative and administrative aspects of the production.

#### **12.6 Director Under Produced by Drama Soc Clause (Temporary Committee Position)**

To fulfil the Society's requirement of having a Committee member present at every Society event, the Director of any production staged under the "Produced by Drama Society Clause" shall be temporarily appointed to the Committee for the duration of the production's operation.

##### **12.6.1 Appointment Process:**

1. The Director will be appointed as a temporary Committee member upon approval of the production by the Committee.
2. The appointment shall take effect from the date of approval and will remain valid until the conclusion of the production, including the final performance and any post-production activities, such as the return of equipment or clean-up.

##### **12.6.2 Responsibilities as a Temporary Committee Member:**

1. The Director must:
  - a. Be present at all rehearsals, auditions, and performances associated with the production.
  - b. Ensure compliance with Society policies and procedures during all production-related events.



- c. Act as the primary liaison between the production team in conjunction with the productions officer and the Committee, providing updates as needed.
2. The Director shall assume the same responsibilities and privileges as other Committee members during their temporary term, including the ability to vote at Committee meetings.

### **12.6.3 Conclusion of Appointment:**

1. Once the production has officially wrapped, including all associated responsibilities (e.g., equipment returns, financial reconciliations, venue clean-up), the Director's temporary Committee role shall be terminated.
2. The removal of the Director from the Committee shall not require a vote but will be automatically enacted upon the formal conclusion of the production as recognised by the Committee.

A Director who is operating under the produced by Drama Soc Clause must not be involved in any other drama Society Production in that Semester.

The role of Director in such a case must not be held by a standing Committee member such as to prevent conflict of interest.