

CONSTITUTION

Of the Edinburgh University Savoy Opera Group

Amended: 15th May 2011

Article I. Title

The society shall be known as the "Edinburgh University Savoy Opera Group".

Article II. Objectives

This society shall dedicate itself to further the interests of the art of music. It shall, in particular, further the interests of the Savoy Operas and uphold the core creative beliefs of Messer's Gilbert and Sullivan: collaboration, theatrical ingenuity and respect for musical tradition while embracing bold creativity.

Article III. Membership

1. There shall be two forms of membership of the society:

- Ordinary Membership, which shall be confined to matriculated students of the University of Edinburgh.
- Extraordinary Membership, which shall be confined to other such persons, not being matriculated students of the University of Edinburgh, who are either:
 - i) Former students, graduates, or staff of the University of Edinburgh, or
 - ii) Students, former students, graduates or staff of associated colleges or universities, or
 - iii) Such other persons not included in the foregoing provisions of this section as shall in the opinion of the committee have qualifications suitable for membership of the society upon a confirmation vote by a majority of the committee acting in its executive capacity.

2. Ordinary members shall make up at least two thirds of the membership of the society.

Article IV. Subscription

1. The treasurer, as the designated representative of the society on financial matters, shall be the officer responsible for the collection and recording of the payment of subscriptions to the society.

2. The Treasurer shall submit financial reports to the committee on the status of subscriptions upon the collection dates enumerated in section 4 of this article.

3. The minimum annual subscriptions shall be:

- For ordinary members £7.50 per annum.
- For extraordinary members £15 per annum.

4. The annual subscription shall be payable on or before 31st October each year for those taking part in the November show, on or before 28th February for those taking part in the March show and on or before 31st May for those taking part in the Fringe show.

5. Any member whose subscription shall be overdue shall receive a forfeiture notice of his or her membership by the treasurer but may be reinstated by the president on confirmation of the payment of the subscription by the treasurer.

6. The annual subscription may be changed *only* at an Annual General Meeting or an Extraordinary General Meeting of the society by a majority vote of the members present at that meeting. Such changes must take effect immediately after such a meeting.

Article V. Executive Officers

1. The Executive Offices of the society shall be:

President:

1. The president is the representative of the society to the general public.
2. The president's role is to set out and implement the administrative agenda for the society for that year.
3. The president shall chair the committee and discharge said duty as *primus inter pares*. If the president is not able to attend a committee meeting they shall notify the vice president to assume the duty.
4. In the event of a tied vote of the committee, the president, as chair, shall provide the deciding vote.
5. The president shall be the executive producer of the society's productions. If the president is on the production team then the vice president shall assume this responsibility. The role of executive producer shall be limited to being the committee liaison with the production team, monitoring the production team's progress and reporting to the committee.
6. The office of president shall be occupied by an Edinburgh University student.

Vice President :

1. The vice president shall be the chief constitutional officer of the society. They shall ensure the fundamental objectives of the society are respected and upheld. In particular, they should ensure that proposals submitted to the committee for vote are constitutional and in keeping with the objectives of the society.
2. The vice president shall discharge the office of president upon the long-term incapacity or resignation of the president. Upon such an occurrence the vice president shall call and chair an Extraordinary Meeting of the society's members and conduct a vote to fill the vacancy.
3. The vice president shall chair any Extraordinary Meeting of the society's members called to appeal the dismissal of an executive officer.
4. The vice president shall be the society's Director of Fresher's Week.
5. The vice president shall be the liaison with the 'Friends of Savoy'.

Treasurer

1. The treasurer shall be the chief financial officer of the society.
2. The treasurer shall maintain the accounts of the society.
3. The treasurer shall report on the state of the finances of the society to the committee when requested to do so by any executive officer.
4. The treasurer shall make a financial feasibility report upon each of the production proposal's budgets, prior to the committee vote on the proposals.
5. The treasurer shall be asked to account for any anomalies in the accounts.
6. The treasurer and/or executive producer shall investigate any misuse of funds by a member or production team and report to the committee with a proposal of action. The final action decided upon shall be the purview of the committee and be decided by a two-thirds majority vote.
7. The treasurer shall process receipts in a frequent and timely fashion.
8. The treasurer shall issue receipts for all funds – including subscriptions - paid into and the society account. They shall also record in a logbook all funds entered into the society account.
9. The producer shall co-ordinate all inaugural budget proposals by the other executive officers.
10. In the event of the treasurer being the producer of a production, their budget and any changes to the budget must be approved by a majority committee vote, and their spending must be monitored by the executive producer.
11. The treasurer shall receive all requests for money owed by the society within 6 months of the receipt or invoice date.
12. The office of treasurer shall be occupied by an Edinburgh University student.

Secretary:

1. The secretary shall be responsible for taking minutes of the committee meetings and putting them into the public domain.
2. The secretary shall be responsible for the internal communications of the society.
3. The secretary shall be the editor of the society newsletter and its distribution.
4. The secretary shall be responsible for the society's archives.
5. The secretary shall be responsible for upkeep of the society's cupboard space, including monitoring access and the loaning or hiring of all assets (including equipment, costumes, props, music stands, keyboard etc).
6. The secretary shall be responsible for room bookings for society meetings, rehearsals and events.
7. The secretary shall be responsible for monitoring the booking of venues for the society's productions.
8. The secretary shall be responsible for finding a society webmaster, ensuring their qualification and inviting them to the committee meetings.
9. The office of secretary shall be occupied by an Edinburgh University student.

Ticket Manager :

1. The ticket manager shall oversee and coordinate with the Producer the XTS ticketing system for the societies productions
2. It shall be their duty to co-ordinate with the producer about ticket sales and submit proposals to the committee for increasing sales.
3. They shall act as the society's representative to the public for tickets and be

responsible for any amounts paid to the society for tickets until said amounts are transferred to the Treasurer.

4. The ticket manager is responsible for coordinating with the producer about the setting up of the box office and ensuring front of house management at the society's productions.

Social Convener:

1. The social convener shall be responsible for organising the social events for the society, promoting membership, new member integration and be responsible for general morale of the society's membership. In the event that the social convener is not in a given production, they have the power to appoint a subcommittee to assist with the organisation of social events.
2. They shall submit a social agenda at the inaugural committee meeting for that year including a proposed budget.
3. They shall be responsible for organising the yearly society ball and shall have the power to convene a sub-committee to aid in this duty.
4. The social convener is responsible for organising the annual EUSOG Barbeque.
5. The social convener is responsible for organising the annual EUSOG 'Sing Through'.

Publicity Convener :

1. The publicity convener shall be responsible for informing the public about the society, its events and its productions.
2. They shall work with the producer of the society's productions to co-ordinate publicity and report back to the committee on progress.
3. They shall submit to the committee an inaugural publicity agenda with an initial budget.

Fundraising Convener :

1. The fundraising convener shall co-ordinate the fundraising agenda for the society.
2. They shall submit to the committee an inaugural fundraising agenda complete with desired targets for that year.
3. They shall co-ordinate with the social convener to create fundraising events.
4. It is their duty to seek out and co-ordinate with sources of sponsorship and submit to the committee potential sponsors for approval.
5. The fundraising convener shall also be responsible, in consultation with the social convener, for finding a 'society pub' and negotiating drink and meal deals.

Ordinary Member:

1. Two ordinary members shall be elected annually by the new membership at an Extraordinary General Meeting during the first university term.
2. The ordinary members shall hold office until the following Annual General Meeting.
3. The ordinary members shall be responsible for the maintenance of props and costumes. This includes keeping an accurate record of all props and costumes and their locations, deposits for borrowed props and costumes and receipts for prop and costume deposits. They shall also be responsible for organising make-up for the

society's productions. The responsibilities of the ordinary members shall be divided between the two persons elected in a manner most agreeable to them.

2. The executive officers shall be elected by the society at the Annual General Meeting and shall hold office for the period of one year.
3. They shall be eligible for reelection but no person may hold the office of president for more than two consecutive years.
4. Any vacancy, which may occur during the interim, shall be filled at an election at an Extraordinary General Meeting called by the vice president of the society.
5. The society shall have the power to elect, at either an Annual General Meeting or an Extraordinary General Meeting, an Honorary President and up to three Honorary Vice Presidents who shall hold such offices until the following Annual General Meeting and who shall not be entitled to vote at any meetings of the society.
6. The society shall have the power to elect at an Annual General Meeting one or more Honorary Members. This should be an individual who, in the opinion of the Membership, has made an extraordinary commitment to EUSOG over a number of years. Nominations must be made to the committee prior to the Annual General Meeting.
7. A person may stand in the EUSOG Executive Officer elections in absentia, provided they make their intentions to do so clear to the incumbent secretary 7 days prior to the Annual General Meeting or Extraordinary Meeting.
8. The society shall execute deeds by the subscription of the president and of the secretary, whom failing, by the subscription of any two other members of the committee, as shall be appointed by the committee, said subscriptions being before two witnesses also signed.
9. Election of the committee shall be by secret ballot. Voting of all other matters may be done by a show of hands, unless a secret ballot is requested by any member present. Included in the secret ballot will be the option to veto any or all candidates with a "no" vote and a choice to reopen nominations.
10. Election of the committee, where three or more persons are standing for a position, will be conducted in a single transferable vote system. After first choices are tallied, the second choices from the last placed individual shall be added to the other tallies. This process shall continue until there is a clear winner.

Article VI. Committee

1. The executive officers together shall form a committee and shall be the executive body and manage the affairs of the society.

2. All decisions concerning the policies of the society shall be discussed at a full committee meeting and voted in by a majority.
3. The president, or highest listed committee member occupying the chair, shall have the casting vote in the event of a tie.
4. The committee shall have the power to form ad hoc sub-committees to carry out any specific purpose within the scope of the objects of the society. The committee may appoint members of the society to serve on such ad hoc sub-committees. The committee shall have the power to monitor and if necessary dissolve all such ad hoc sub-committees.
5. Production 'Selection Panel'
 - The duty of reviewing proposals for society productions and inviting for interview those successful proposals, shall fall to the committee.
 - The committee shall form a 'Selection Panel' of all or a selection of the committee members and that 'Selection Panel' once assembled shall be fixed.
 - In order for a 'Selection Panel' to commence an interview, all members of the panel must be present in order that fairness and impartiality may be maintained.
 - The committee shall ensure each production has a producer, a director and a musical director.
 - The committee shall retain the power to appoint and remove assistants to these production positions by majority vote.
 - No member of the committee, who is proposing a production and/or intends to be a member of the production team, shall be able to vote in the selection or sit on the 'Selection Panel' and shall not be able to vote on any issue relating to their production.
 - No member of the committee, who is not on the fixed 'Selection Panel' shall be able to vote in the selection process.
 - It shall be the responsibility of the committee to ensure that those selected to direct, produce, musically direct or be involved in any way as a member of the production team sign 'Production Contract'.
 - In the instance that a production team member is not fulfilling their contractual duties the committee may, by a two-thirds vote, remove said production team member and appoint a suitable replacement.
 - No member of a production team will be allowed to audition or perform for said production, without committee approval.
6. The outgoing committee shall report on the state of the society at the Annual General Meeting and shall afford the members of the society the opportunity to question said report.
7. The committee may hold a vote of 'no confidence' against any of their number.
 - The vote of no confidence must pass with a two-thirds majority.
 - The committee member who is dismissed has the right to appeal to an Extraordinary Meeting of the society's members chaired by the president, or

vice president should the president be the member appealing. At such a meeting the opinion of the committee shall be put forward by the highest-ranking committee member not being dismissed or in the chair. A vote shall take place by secret ballot and the majority opinion carries. If the decision is to uphold the dismissal an immediate election is called to fill the vacancy.

Article VII. General meetings

1. Unless otherwise arranged the society will meet weekly during the Edinburgh University term.
2. The Annual General Meeting shall be between 1st April and 31st May of each year on a date to be fixed by the committee. The secretary shall send fourteen days notice of the meeting to all members of the society.
3. The secretary shall convene an Extraordinary General Meeting on the application of the committee or on receiving a requisition by ten percent or at least twelve members of the society setting out the reasons for holding such a meeting. The secretary shall give fourteen days notice of such a meeting in writing to all members of the society and a copy of the requisition shall be sent with such notice. No business other than that referred to in the notice may be transacted at an Extraordinary Meeting.
4. At Annual General Meetings and Extraordinary General Meetings of the society, twenty members or one third of the total membership of the society whichever is the lesser, shall form a quorum.
5. At all General Meetings a copy of the constitution shall be available.

Article VIII. Accounts

1. The financial year shall be from the 1st May to the 30th April.
2. At each Annual General Meeting the treasurer shall submit a statement of the accounts for the immediately preceding financial year, such accounts having been duly audited by an auditor appointed at the preceding Annual General Meeting. Also there shall be presented an un-audited statement of accounts for the period from the date of the last audited accounts up to the last day of the month immediately preceding the Annual General Meeting. Such an auditor may be a member of the society but not a member of the committee.
3. Any profits made by the society in the course of its activities and funds acquired by donation or in any other way shall be applied solely to the objectives of the society.
4. The society shall have the power to give donations to charitable and other deserving causes. The nature of such donations to be agreed on the decision of a majority of two thirds of the members of the society present and voting at the

Annual General Meeting.

Article IX. Dissolution

In the event of the society being dissolved any balance of cash remaining in hand after payment of just debts and after meeting the obligations of the society shall be paid to the University of Edinburgh for the use of such societies as will further the aims of EUSOG.

Article X. Amendments

1. This constitution shall be amended only at a duly constituted Extraordinary General Meeting or at an Annual General Meeting of the society.
2. An amendment shall be passed only by a majority of two thirds of the members present and voting at such a meeting.
3. Constitutional amendments to take effect immediately upon ratification.

Amended 15th May 2011