

## **UWA Pantomime Society [UWA PantoSoc]**

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# **UWA Pantomime Society Constitution**

With amendments made November 20th, 2022

## **1. NAME**

- 1.1. The name of the Society shall be the University of Western Australia Pantomime Society (UWA PantoSoc).
- 1.2. The Society shall be affiliated to the University of Western Australia Student Guild.

## **2. AIMS**

- 2.1. Fun!
- 2.2. To put on pantomimes each semester and at Christmas.
- 2.3. To guarantee a part to anyone who auditions.
- 2.4. To get as many people as possible involved in all areas of Panto production including on stage, backstage, directing, writing and producing.
- 2.5. To provide a platform for innovative, original work.
- 2.6. To always abide by the Guild of Undergraduates' Equal Opportunities and Harassment Policies.
- 2.7. To become and remain affiliated to Societies Council.
- 2.8. To encourage and promote cooperation between the Society and other affiliated societies representative of University interests.
- 2.9. The property and income of the Society shall be applied solely towards the promotion of the objectives of the Society and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith and in promotion of those objectives.

## **3. MEMBERSHIP**

- 3.1. Application for membership is open to all, by signing up at an event, or emailing the Society.

- 3.2. Membership will be tenable for either six or twelve months. In cases where six and twelve month memberships are set at the same price, memberships will be for twelve months unless an applicant specifically requests a six month membership.
- 3.3. Once this membership period has expired the membership will be considered lapsed, but may be renewed.
- 3.4. Unless otherwise specified, or unless required by the Guild, membership rules for members and non-members of the Student Guild will be the same.
- 3.5. There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the Committee subject to any requirements imposed by the Guild.
- 3.6. The Society Committee retains the right to refuse membership to people not enrolled at University.
- 3.7. In cases of actions or behaviour that are seriously harmful to the Society or its members, membership may be revoked at the discretion of the full Committee by a 75% majority.
- 3.8. The position of 'Life Membership' can be bestowed on those people who have gone above and beyond the call of duty to contribute to the culture of the Society. These members shall not have a subscription fee levied on them.
  - 3.8.1. Applications for Life Membership nomination shall be submitted to the Secretary no later than 14 days prior to the next Biannual General Meeting. Applications will contain the nominee's name, the applicant's name, the names of three other members who have seconded the nomination, and the proposed reasons for why the nominee deserves Life Membership.
  - 3.8.2. This application must be approved unanimously by the committee before being accepted. If accepted, the nomination and proposed reasons submitted will be distributed to members of the society along with the Agenda for the Biannual General Meeting.
  - 3.8.3. At the Biannual General Meeting, a short period of discussion for the nomination will be allowed. If any member being nominated is present at the meeting, they will be required to leave the room for the duration of the discussion. Upon completion of the discussion period, members will be able to vote yes or no for bestowal of life membership upon the nominee via ticking a yes or no box on individual ballots and submitting it to the secretary. Those wishing to abstain may do so by not completing the form.
  - 3.8.4. In order for the bestowal of life membership to be approved, there must be at least two-thirds majority of 'yes' votes. The number of yes votes must be at least two thirds of quorum for the society (double the number of Committee members plus one).

3.8.5. So as to avoid compromising the legitimacy of the bestowal by voting in front of the nominee, the results of the ballot will not be counted until after the meeting has closed. The result of the ballot can be revealed at any point after this. Results must be revealed no more than one week after the end of the Biannual General Meeting at which the vote took place.

3.8.6. If the nomination is unsuccessful, the nominee may not be nominated again until after the next Biannual General Meeting.

3.8.7. The Secretary shall maintain a list of the life members.

#### 4. PRIVILEGES OF MEMBERSHIP

4.1. All full members shall have equal rights of voting.

4.2. New members shall be subject to a two-week moratorium. During this period, they may not vote at general meetings.

4.3. The moratorium period will be waived if

4.3.1. The applicant for membership has participated in a production of the Society previously, or

4.3.2. The applicant is renewing a lapsed membership.

4.4. All members are eligible to nominate for any elected position of the Society, provided that they satisfy any other requirements of that position.

4.5. Only Guild members may sit on the Executive Committee.

#### 5. COMMITTEE

5.1. There shall be a Committee of the Society which shall be the primary decision-making body of the Society.

5.2. The President, Vice President, Secretary and Treasurer of the Committee make up the Executive Committee, and shall be members of the Guild.

5.3. No member of the Executive Committee may hold more than one position simultaneously.

5.4. The Committee shall meet as required. There shall be at least one Committee meeting every two months.

5.5. Quorum for Committee meetings shall be set at 50% of a full Committee plus one. That is, the quorum requirement is not reduced in the event of a vacancy.

5.6. The Committee in meeting may dismiss another member of Committee where, in the opinion of three quarters of the members of the Committee present and voting, the other member has:

5.6.1. Consistently failed to adequately discharge the duties of that position; or

- 5.6.2. Been absent from three consecutive Committee meetings without providing a reasonable explanation; and
- 5.6.3. Been given at least seven days' notice of that Committee meeting; and
- 5.6.4. Been accorded the opportunity to be present and speak at that Committee meeting.
- 5.6.5. If the position vacancy is that of the President or Treasurer, or the Committee considers that the position cannot be left unfilled, then the responsibilities of this position can be temporarily assigned to a Committee member by the President, or in the case of presidential vacancy, the Vice President.
- 5.6.6. In the case of temporary assignment and unless occurring shortly before a BGM, an EGM must be called within four weeks to permanently fill the vacancy.
- 5.7. Subject to this Constitution, the Committee shall be responsible to the Society in General Meeting for giving effect to the Aims of the Society set out in Article 2 and elsewhere in this Constitution, and for carrying on its everyday business, and, without prejudice to the generality of the foregoing, have the power to:
  - 5.7.1. Acquire and dispose of property; dispose of monies; open banking accounts; and enter into contracts. Unless acting under a special enabling resolution of a General Meeting, however, the Committee shall not borrow or raise money or incur debts or liabilities on behalf of or in the name of the Society to a greater amount than five dollars for each and every then existing member of the Society.
  - 5.7.2. Make regulations for the orderly and proper management of the affairs of the Society, ensuring that no regulation is inconsistent or repugnant with this Constitution.
  - 5.7.3. Make, alter or repeal By-Laws and impose fines for the breach thereof. All By-Laws and any alterations or amendments therefore shall be subject to ratification by Societies Council and Guild Council before coming into force. The maximum fine imposed may not exceed five dollars.
- 5.8. Committee will be composed of:
  - 5.8.1. President. The President shall be responsible for ensuring that meetings are chaired. The President shall be responsible for liaison between the Society and other bodies and has ultimate responsibility for the running and continued success of the Society.
  - 5.8.2. Vice President. The Vice President shall act as deputy to the President and should be prepared to stand in for the President at short notice, should the need arise. The Vice President is responsible for the day to day running of the society as delegated by the committee.
  - 5.8.3. Secretary. The Secretary shall be responsible for all general paperwork of the Society, excluding that covered by other Society officers. The Secretary is

responsible for the maintenance of an accurate and up-to-date membership list. In addition to any provisions set out elsewhere in the Constitution or in any By-Laws or Regulations made hereunder, it shall be the duty of the Secretary:

- 5.8.3.1. To record all proceedings of the Society and the Committee in a Society Minute Book which they shall cause to be provided for that purpose:
- 5.8.3.2. To conduct and keep copies of all correspondence of the Society:
  - 5.8.3.2.1. To supply the Secretary of the Guild before the end of the first academic semester the information required to be recorded in the Guild register of the University societies.
  - 5.8.3.2.2. To notify the Secretary of the Guild within fourteen days of the alterations in the foregoing information.
  - 5.8.3.2.3. To lodge with the Secretary of the Guild a copy of the Constitution and any By-Laws made under its authority.
- 5.8.3.3. To notify the Secretary of the Guild within fourteen days from the making therefore of any alterations to this Constitution or such By-Laws.
- 5.8.3.4. To notify the Secretary of Societies Council and Public Affairs Council of the names of the delegate and deputy delegate to Societies Council and Public Affairs Council at least four days before meetings of these respective councils in each calendar year.
- 5.8.3.5. In the event of the Society being deregistered, to present to the Guild Secretary within thirty days a duly audited statement of the financial position of the Society together with a copy of the resolution, which may have been passed by the Society as to the disposition of its funds.
- 5.8.4. Treasurer. The Treasurer shall be in charge of all Society monies in accordance with the constitution of the Society and the current instruction to society treasurers by the Guild.
- 5.8.5. Ordinary Committee Members (a.k.a. OCMs). OCMs have no specific individual responsibilities, but are required to attend Committee meetings, deliberate on Committee decisions, and assist with any other tasks required for the operation of the Society. There shall be three of these members.
- 5.8.6. Production Manager. The Production Manager is a fourth Ordinary Committee Member who is specifically responsible for liaising between the production team and the Committee and ensure that the production team is kept accountable to their individual duties.
- 5.8.7. Immediate Past President. The immediate past President will not formally be a part of the Committee but, where possible, and if they are not already filling another Committee position, the immediate past President will be kept informed of Committee business so as to provide advice to the Committee.

- 5.9. In addition to the individual responsibilities of Committee members, any Committee member will perform any task delegated by the Committee.
- 5.10 All committee positions except for the Production Manager shall become vacant at the Semester One BGM and be elected at that Meeting.
- 5.11 The Production Manager shall be elected at the Semester Two BGM and take office on January 1st of the subsequent year.
  - 5.11.1 The Production Manager shall cease to hold office on December 31st of the year they took office.
- 5.12 If a committee member withdraws from committee a replacement must be found within 2 weeks, unless a General Meeting is scheduled within the next month.

## 6. HONORARY POSITIONS

- 6.1. Honorary officers are non-Committee officers that represent the Society. These positions are Society positions that are nominated and voted for identically to Committee positions, but do not confer any Committee rights or responsibilities.

## 7. FINANCIAL

- 7.1. The accounts of the Society shall be audited by a member of University Staff and submitted to the Societies Council Treasurer as and when requested and at least once per annum.
- 7.2. All financial arrangements must be made in accordance with current instructions to society treasurers, as set down by the Societies Council.
- 7.3. All monies due and payable to the Society shall be received by the Treasurer, who shall lodge them without undue delay in the Central Banking of Guild Council for the credit of the Society.
- 7.4. Any two members of the Executive Committee may jointly sign cheques and forms of authority for the payment of Society funds.
- 7.5. Notwithstanding anything contained herein, no persons shall deposit or withdraw any monies into any account that Guild Council has closed by resolution.
- 7.6. No payments shall be made on behalf or in the name of the Society unless it has been authorized by the Executive Committee in accordance with Article 2.10.

## 8. GENERAL MEETINGS

- 8.1. There shall be a Biannual General Meeting (BGM) each semester, not held in the examination period.

- 8.2. Members shall be notified of these meetings at least 7 days beforehand, together with the agenda.
- 8.3. Quorum of such meetings shall be set at twice the Committee size plus one.
- 8.4. There shall be a handover meeting as soon as practicable after the BGM, during which the incoming Committee is briefed on any ongoing issues and given access to the Society's email and official documentation.
- 8.5. An Emergency General Meeting may be called by 5% of the membership of the Society by application to the Secretary. An EGM shall be called as specified on the application, but at least seven days' notice shall be given.
- 8.6. No General Meeting may be held while a Guild General Meeting is in progress.

## 9. ELECTIONS

- 9.1. Elections shall be held at the Biannual General Meeting to elect officers of the Committee and honorary representatives for the following semester.
- 9.2. Nominations for Committee posts must be communicated to the Secretary before the start of proceedings, unless there have been no nominees for a position.
- 9.3. Voting shall occur by asking nominees to leave the room, followed by societal discussion of the role and vote-casting. In the case of a tie, votes will be re-cast, excluding all candidates other than the tied candidates. If the tie is not broken, the outgoing Committee shall vote. If the tie is still unbroken, the outgoing President will have the casting vote.
- 9.4. If there are Committee posts not filled during a BGM, then nominations may be reopened immediately, followed by a second round of voting.
- 9.5. If a member is unable to attend a General Meeting, they may submit proxy votes to the Secretary in advance of the meeting.
  - 9.5.1. Proxy votes should be votes for specific candidates for specific positions, or at least consist of detailed instructions. It is not permissible to designate another person to act on the absentee's behalf without any specific instructions.
- 9.6. In the case of an Executive Committee Member or the Production Manager running unopposed they must be approved by an absolute majority vote of the members present at the General Meeting

## 10. MAJOR OBLIGATIONS TO THE GUILD

- 10.1. The Society shall comply with the Regulation of the Guild, the Rules of Societies Council, and all other provisions enrolled upon the Guild Statutes book.
- 10.2. All Committee members shall be jointly and severally responsible for such compliance, and shall be deemed liable in the event of noncompliance therewith.

## 11. AVAILABILITY OF CONSTITUTION

11.1. The Committee shall make available, on member's request, copies of this Constitution.

## 12. INTERPRETATION

12.1. Subject to any provisions enrolled upon the Guild Statutes book and to any resolution passed by Guild Council, Societies Council or Public Affairs Council, the President shall have the power to interpret the meaning of any of the provisions contained in the Constitution, but the determining decision in case of doubt shall rest with the Society in General Meeting.

## 13. CONSTITUTIONAL AMENDMENTS

13.1. Any two members of the Society may submit to the Secretary a notice of motion signed by them proposing an alteration to this Constitution. This must be at least three days before the day appointed for the next General Meeting. The notice of motion shall be posted on Society notice boards without undue delay.

13.2. The motion may then be considered by the Society at its next meeting and amendments that are relevant to the subject matter thereof may be moved without notice.

13.3. The motion of any amendment shall not be deemed adopted unless it receives a two-thirds majority of the members present and voting.

13.4. The motion as adopted with any amendments shall come into force upon receiving the approval of Societies Council.