

BY-LAWS

Oxford University Dramatic Society

Last Amended 9th June 2020

1. The By-laws shall establish the rules under which the society operates and implements this Constitution. They shall not take precedence over this document.

DEFINITIONS

2. The Society is defined as OUDS, the Oxford University Dramatic Society.
3. For the purpose of this document, members of OUDS are defined as full members, as laid out by the constitution.

OBJECTS

4. The Club's primary objects are:-
 - (a) to provide a forum for support, advice and training to Oxford University students working on theatre productions as creatives involved in any part of the process;
 - (b) to offer the chance for student productions to receive financial support through funding applications that are open to members of the club at least once a term, subject to conditions outlined in each show's individual funding contract; and
 - (c) to encourage safe and inclusive working practices within student theatre.
5. The Club's secondary objects are:-
 - (a) to foster greater understanding of performance and production of theatre in the wider theatrical community;
 - (b) to run workshops to increase members' skills in various elements of theatre including, but not limited to, the roles of actor, producer, director and marketing manager;
 - (c) to organise social events to encourage a sense of community amongst its members; and
 - (d) to run a website to provide help and advice to members and the wider world.

AMATEUR SOCIETY

6. As laid out in the constitution, OUDS is a strictly amateur society. The Club and its resources may not be used for personal gain.

7. The Society, Society events and Society resources (such as the UDO mailing list, website and social media advertisements) may not be used for personal profit/gain.
8. Examples of situations which would be deemed unacceptable to the club, because of the achievement of personal gain, includes but is not limited to:-
 - (a) offering payment (whether monetary or otherwise) for a position/job in an organisation. For example, offering to pay a Director to work on a play; and/or
 - (b) offering a service to others for payment. For example, offering to direct a show for a fee.
9. Any interpretation of this section shall be decided by the committee.

THE COMMITTEE

10. The committee consists of the Exec, the Senior Member(s) and any other standing members which have been appointed through the election process.
11. A new committee is formed at the end of the Annual General Meeting, at which point it consists of the Exec, Standing Committee and Senior Member(s).
12. The Exec can co-opt members into the Committee to assist them in the running of the society in accordance to paragraph 28 of the constitution.
 - (a) Subject to paragraph 15 of the constitution, the committee shall not consist of more than eight members. In the process of fulfilling the roles required for the running of the club, the society cannot exceed this limit of voting members of the society.
13. In addition to the Exec and Senior Member posts, the following posts shall exist in the Standing Committee or, if necessary, be fulfilled by the creation of discrete roles of operational (as opposed to constitutional) responsibility within the club:-

(a) The Webmaster, who shall:-

- i. maintain and update the website with recent news, minutes and information regarding shows.

(b) The Freshers Rep, who shall:-

- i. organise the representation of the Society at the University Freshers' fair;
- ii. Organise and run a specific "Drama Freshers Fair" which introduces freshers to the ways to get involved in theatre;

- iii. help organise and coordinate introductory workshops and fresher socials;
- iv. arrange a week of performances in Michaelmas term for the Cuppers festival, working closely with the TAFF committee in the process.

(c) The Social Secretary, who shall:-

- i. organise regular social events for members.

(d) The Equity, Diversity and Access Rep, who shall:-

- i. work to improve the equity, diversity, and accessibility of the Oxford theatre scene.
- ii. work to provide a consistent support outlet for those from minority and/or marginalised groups to communicate and raise concerns with.
- iii. represent OUDS at OxBame and DisDram meetings.

(e) The New Writing Festival Rep, who shall:-

- i. co-ordinate and publicise the New Writing Festival's call for submissions for scripts, including but not limited to single-scenes, short plays and radio plays;
- ii. help organise the procedure in which the scripts are judged and selected for the festival; and
- iii. organise a week of performances in Hilary term for the New Writing Festival, including an opening gala in which the short scenes can be performed.

(f) The Outreach Rep, who shall:-

- i. be responsible for the organising of participation and outreach in the local community in the dramatic arts for those underexposed and excluded from theatre.

14. The list of Offices outlined in paragraph 13 is not finite. The Exec can create further discrete roles of operational (as opposed to constitutional) responsibility within the club in order to maintain the operation of the club.

15. The Exec may appoint one or more persons to each of the posts in paragraph 13, who will then take on the responsibilities indicated as a member of the constitutional Standing Committee or as an operational role of responsibility within the club.

(a) In accordance with paragraph 24 of the constitution, this does not mean that individuals can be appointed to jointly hold any of the constitutional Offices or an individual can hold more than one constitutional Office at a time.

(b) Voting power cannot be shared for a single position on the Standing Committee or give one individual the ability to cast multiple votes.

(c) The responsibilities of the roles outlined above can be shared by separate individuals that fall into one of three categories:-

i. both individuals are voted into the Standing Committee and occupy one office each but are both working on the same area of responsibility. For example, both individuals undertake the tasks of the Freshers Rep, both are named as the Freshers Reps, and both have voting power;

ii. one individual is voted into the Standing Committee and the other individuals helping in the same area of responsibility are co-opted members that undertake operational roles. For example, one individual on the Standing Committee undertakes the role of Freshers Rep, and an operational role is created for a member of the club to help undertake the tasks of the Freshers Rep, under the same name, but they do not have voting power; or

iii. both individuals are members of the club who have received the responsibility of one of the roles through the creation of an operational role by the Exec. As a result, neither one of the individuals have voting power or hold a constitutional Office within the society.

16. Committee members may also be 'Without Portfolio', where they have no specific responsibilities beyond those expected of all committee members, or other responsibilities bestowed on them by the Exec.

17. Alongside the duties outlined by paragraph 23 of the constitution, The Senior Member of OUDS shall be known as the Senior Treasurer and shall:-

(a) in accordance with clause 23(d) in the constitution, consider the accounts of the Society and sign them promptly if they consider them to be in order;

(b) ensure that adequate advice and assistance is available to the Treasurer in the performance of their responsibilities under clause 23(e) in the constitution; and

(c) receive applications for the position of Treasurer in accordance with clause 31 below, and inform the Returning Officer promptly whether they endorse the candidate;

18. Alongside the Senior Treasurer, the Exec can co-opt another Senior Member to shadow the Senior Treasurer during their time in office in order to ensure a smooth transition period and hand-over of knowledge once the Senior Treasurer's term has come to an end, in accordance with the clause laid out in paragraph 24 of the constitution. The co-optation of this Senior Member will not give them voting power but will invite them to help with the general running of the committee and assist the Senior Treasurer in their time in office.
19. Any other member of the committee may be removed from their position by a two-thirds majority at a quorate meeting of the Committee.

COMMITTEE MEETINGS

20. The Committee shall meet as and when they decide, at least four times every academic term.
21. All members of the Committee (with the exception of the Senior Member(s)) are required to attend the meetings of the Committee and shall apologise in advance for any absence.
22. The meetings shall be chaired by the President, or in their absence, another committee member elected by the committee.
23. The meetings shall be minuted by the Secretary, or in their absence, another committee member elected by the committee. These minutes shall be distributed to all members of the Committee and made available on the OUDS website.
24. Members who are not part of the Committee may only attend if invited by the President. They must ask permission from the President to speak and shall not vote on matters that are discussed.
25. The incumbent University Drama Officer and O'Reilly Theatre technician shall have a standing invitation to attend any and all committee meetings, shall be permitted to speak at any time, but shall not have voting rights.
26. A Committee member can choose to speak 'In Camera', during which minuting shall not occur and non-committee members shall leave the meeting.
27. For any motion that does not have unanimous support by the committee, the President shall hold a vote during the meeting. The motion will pass if the majority of the committee vote to pass it. In case of a tie, the President will cast a deciding vote.

ELECTIONS

28. The Committee shall in Hilary Term decide on the number of seats up for election on

the Standing Committee for the following year and what roles the next committee would need to ensure were filled by the Standing Committee or other members through operational roles. The committee shall review the same from time to time throughout the year and make such changes as may be necessary; providing that the Committee shall not remove a seat from the Standing Committee unless that seat is empty.

29. The members of the Exec and the Committee shall be elected by the members of the Society annually by secret ballot and shall be eligible for re-election. All Full Members of the Society shall be eligible to vote to elect Committee members. Once the outgoing Committee has reviewed the size and composition of the incoming Standing Committee, the outgoing Committee (or, if the Committee do not do so, the Senior Member(s)) shall appoint a Returning Officer, who shall be a Full Member not otherwise involved in the election process, and who shall not vote in the election, to co-ordinate and scrutinise the election process.

(a) The Returning Officer shall:-

- i. establish procedures for the conduct of the election in consultation with the Committee and with the agreement of the Senior Members and give appropriate notification of those procedures;
- ii. invite all Full Members of the Society to stand for the available positions (to become 'Candidates') and provide a reasonable period of time for those nominations to be received;
- iii. ensure that adequate opportunity is provided for Members to ask questions of the Candidates, and for the Candidates to present themselves and their manifestos to the Members; and
- iv. conduct and supervise a secret ballot of eligible Full Members in Hilary Full Term, or as soon as practical thereafter (provided that all public periods of the election shall take place within University Full Term); and present the results to the Committee.

(b) The Returning Officer shall ensure there is at least three weeks notice of said vote being given. There will be at least one week for nominations, and at least one week for objections.

(c) Any full member eligible to stand may nominate themselves to one of the posts.

(d) If there is only one candidate for a post, and no objections are submitted within the relevant time period, the candidate will be placed on the secret ballot against the option to re-open nominations (RON).

30. Member wishing to stand for the position of Treasurer must seek the endorsement of the Senior Treasurer by arranging a meeting with them, to take place before the deadline for the submission of candidacy. The Senior Treasurer may endorse as many

candidacies for Treasurer as they see fit. A Member who does not receive the Senior Treasurer's endorsement may continue to stand for the position of Treasurer, but the endorsement, or lack thereof, shall be clearly conveyed to all voters by the Returning Officer.

31. The terms of office of the Committee shall be as follows:-

- (a) the Treasurer's term of office shall begin at the end of the Full Term in which they are elected; provided that if that election takes place outside of Hilary Full Term, the term of office shall instead begin immediately. The term of office shall finish at the end of the Full Term following the Term in which their successor is elected, or when the accounts maintained during the Treasurer's term of office have been audited externally and returned to the Proctors in accordance with paragraph 22, sub-sections I & j in the standard constitution, whichever is the earlier. In the period when the new Treasurer's term of office has begun but the outgoing Treasurer's term has not yet finished, the incoming Treasurer shall have all the rights and responsibilities of the office except the audit;
- (b) the President and Secretary's terms of office shall run from the end of the Full Term in which they are elected, to the end of the Full Term in which their successors are elected, provided that if an election shall take place outside of Hilary Full Term, the associated handover shall instead take place immediately;
- (c) the Senior Member(s) shall hold their position until they no longer wish to do so, until their five-year term is finished or until a two-thirds majority of those present in person or by proxy at a General Meeting choose to remove them from office, at which time a new Senior Member will be appointed; and
- (d) the Standing Committee members' terms of offices shall run from the end of the Full Term in which they are elected, to the end of the following Hilary Full Term.

ALTERATIONS

32. Any alterations to these by-laws must be passed by a two-thirds majority of the Committee at a quorate Committee meeting.

INTERPRETATION

33. Any question about the interpretation of these by-laws shall be settled by the Committee.