

### **Article I. Name**

1. The society shall be known as the “Edinburgh University Footlights.”

### **Article II. Objectives**

1. The society is an amateur, student run musical theatre group affiliated with Edinburgh University.
2. The society aims:
  - 2.1 To perform at least one musical theatre production each society year.
  - 2.2. To form a performing Showchoir.
  - 2.3. To aspire to and achieve a consistently high standard of professionalism in productions.
  - 2.4. To develop members’ skills in all areas of musical production.
  - 2.5. To encourage members to become involved in the running of the society through the committee and production team.
  - 2.6. To draw members together through regular social and fundraising activities.
3. The society year commences after the Annual General Meeting and the election of a new society committee.

### **Article III. Finance**

1. Finance Policy
  - 1.1 The financial year shall run from 1<sup>st</sup> April to 31<sup>st</sup> March.
2. General Finance
  - 1.1 The society shall be non-profit making. The Office Bearers and members may only receive payment, direct or indirect, as reimbursement for legitimate expenses.

### **Article IV. Policy**

1. Re-registration, Annual Reports and Financial Reports
  - 1.1 Re-registration of the society must be submitted in accordance with the deadlines set by the Activities Team.
  - 1.2 Annual and Financial Reports must be completed and submitted as part of the re-registration process following the AGM in the second semester.
2. Society Status
  - 2.1 A Society may not register to obtain any legal status, including a limited company or a charitable status.
3. Equal Opportunities Policy
  - 3.1 The Society will take all necessary steps to ensure that their meetings, events and socials are accessible to all.
  - 3.2 The Society will ensure that it complies with any relevant data protection legislation.
  - 3.3. The Society believes that discrimination of harassment, based on a person’s gender, age (except where it relates to licensing laws), race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities or any other irrelevant distinction, is detrimental to the society, the university and wider society, and will not be tolerated.
  - 3.4 The Society shall abide by any applicable laws, bye-laws and guidelines of the Edinburgh University Students Association in relation to recognised societies.

### **Article V. Membership**

1. Membership of the society is reconstituted each society year.

2. Membership is open primarily, but not exclusively, to all matriculated students of University of Edinburgh
3. Membership shall be at least 75% matriculated students of University of Edinburgh.
  - 3.1. Full membership is open to all matriculated students of the University of Edinburgh.
4. Full membership lists should be filed with the Activities Office at least once per semester to ensure membership databases are up to date.
  - 4.1 If any dispute of membership should arise, the list registered through the Students' Association database will be used as the official list.
5. Members of the society are entitled to:
  - 5.1. Vote at General Meetings.
  - 5.2. Stand for election to the society committee.
  - 5.3. Take part in society productions.
6. The secretary will be the officer responsible for maintaining a register of all members of the society for each society year.
7. The Committee may impose sanctions for misconduct on members, based on verifiable evidence collected, taking into account the seriousness of the misconduct with reference to the membership responsibilities and standard code of conduct, any previous warnings, and any mitigating circumstances. When appropriate the following sanctions may be applied:
  - 1) Informal Warning
  - 2) First Written Warnings will be issued for a minor offence or complaint;
  - 3) Final Written Warnings will be issued for: a further offence or complaint, or if the conduct of the member failed to improve following a previous warning, or if the actions are serious enough to warrant a Final Written Warning.
  - 4) Removal from membership will occur if there is a further serious event of misconduct, or if the conduct of the member failed to improve following a previous written warning, or if the member committed an act of gross misconduct.
  - 5) Edinburgh University Students' Association ("the Students' Association") Societies department will be notified upon removal of a member and provided with a copy of the evidence pertaining to the sanctions process and removal. All persons removed from membership may appeal to the Societies' department against such removal.
  - 6) The decision to expel a member from the society must be a two-thirds majority vote by the committee. The member in question cannot be part of said vote.
8. Every year, one or more member(s) of the society may be chosen to join "Footlights Hall of Fame" and will gain life membership to the society. This will be chosen by the outgoing committee through discussion of the nominations submitted by any member or former member.

#### **Article VI. Subscription**

1. Membership of the society is conditional on paying subscription fees.
2. The price of fees for the society year will be set by the committee. The subscription fees shall be divided into multiple, separately priced levels:
  - 2.1. For the cast of the annual term-time production
  - 2.2. For the cast/choir of the Edinburgh Fringe Festival production(s) (if applicable)
  - 2.3 For the production team members
  - 2.4 For the crew and non-cast members of the society
  - 2.5 For the choir of the Showchoir
  - 2.6 Members of the society who are not matriculated students of Edinburgh University must pay double the subscription fees of student members.
3. The treasurer will be the officer responsible for the collection and recording of payment of subscription fees to the society.

4. The secretary will be responsible for keeping a list of the society's current members and archiving those of the previous years, students may opt out in compliance with Data Protection Acts.

4.1 This archive will be passed on to the Patronage Coordinator

### **Article VII. General Meetings**

1. An Annual General Meeting is held once every society year, with a date chosen by the committee within the EUSA guidelines, taking place before the end of the society year.

1.1 All members of the Society are entitled to attend Annual General Meetings.

2. The committee may at any time call an Extraordinary General Meeting in order to fill vacant positions within the committee or to ratify amendments to this constitution, allowing for fourteen days notice to the members.

2.1 in order to fill vacant positions within the committee

2.2 and/or to ratify amendments to this constitution

2.3 and/or to elect a show and or showchoir rep to liaise with the cast and committee allowing for fourteen days notice to the members.

2.4 The Extraordinary General Meeting shall follow the procedures of the AGM as outlined below.

2.5 Any newly elected Office Bearers will be communicated to the Societies team after the election has taken place.

3. At least 14 days before a general meeting, the secretary must inform society members of:

3.1. The date, place and time of the meeting.

3.2. Their right to vote at the meeting.

3.3. Their entitlement to stand for election to an executive office.

3.4. Any proposed amendments to this constitution.

3.5. The method of voting by proxy if they are unable to attend the General Meeting.

3.6. The motions for consideration must be submitted in advance of the General Meeting.

4. Only fully-matriculated students are entitled to stand and vote in elections and general meetings.

4.1. Any member of the society can stand for a maximum of three executive officers at each general meeting

5. The general meeting shall be chaired by the incumbent president with minutes taken by the secretary. In the event that the president is standing for re-election the position of chair shall be taken by the next highest listed executive officer (see Article IV).

6. Amendments to this constitution shall require a two-thirds majority at a general meeting to be ratified. Voting will be by show-of-hands, unless a secret ballot is requested by any society member present.

7. Each executive office shall have an election at the Annual General Meeting in the order listed in Article IV.

8. Any member wishing to stand for position of office must signify their intention to do so at the beginning of that particular election by being nominated by another member of the society.

9. Any member wishing to stand in absentia must inform the incumbent secretary and/or president before the general meeting commences, with a statement outlining their intention and ability for the role.

10. Election for each position of office is done in a secret ballot. 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.

11. Election for each position of office will be conducted using 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.

12. The quorum of a valid general meeting is 50% of society members or 15 society members, whichever is lesser.

12.1. To be eligible to vote in an election, a society member must:

a) to be present for all speeches for candidates running for that position or;

b) have a valid proxy vote

13. Any member of the society is eligible to vote by proxy. If wishing to do so, they must inform the incumbent secretary by 9pm the night before the general meeting for their vote to be eligible.

13.1 Voters must provide a valid reason for their absence

13.2 All proxy votes are done by nominating someone to hold your proxy

13.3 Any member may only hold one proxy vote at each General Meeting.

13.4 Proxies must be approved by the committee prior to 11pm the night before the EGM.

14. The Students' Association considers the ruling society constitution to be that which is displayed on the Society Profile.

## **Article VIII. Executive Officers**

### 1. The General Committee

1.1 The business of the Society shall be managed by a Committee of Office Bearers.

1.2 Any full student member of the Society shall be entitled to sit on the committee.

1.3 The Office Bearers must be members of the Society and a matriculated student of Edinburgh University.

1.4 All Office Bearers will complete annual online training as outlined by the Activities Team.

### 2. Executive Office Bearers

2.1 The Committee must consist of a President, Secretary and Treasurer (the Executive Officers) as a minimum.

2.2 These Office Bearers will be elected at the Annual General Meeting.

2.3 No person may be elected to more than one of these posts simultaneously.

3. The committee shall be elected by the society at the Annual General Meeting and shall hold office for the period of one society year.

The committee shall consist of:

### The President

1. The president is the head of the committee and the figurehead of the society.

1.1. The president shall make themselves available to all members of the society through attendance of rehearsals, meetings and social events

1.2 The president is responsible for the Annual General Meeting and the General Committee and is ultimately responsible for the conduct of the society.

2. The president is the representative of the society to the general public.

3. The president is responsible for overseeing the work of the committee and setting out the society's agenda for the year.

4. The president shall chair the committee and its meetings, if the president is unable to attend a meeting, they shall notify the secretary who will assume the duty.

5. In the event of a tied vote of the committee, the president, as chair, shall provide the deciding vote.

6. The president shall be a signatory on the society's bank account.

7. The President shall liaise closely with the production team in society matters, with any business from the committee coming through them and the producer.

8. It is the President's responsibility to ensure the Society has submitted their annual report, risk assessment and reregistration forms to the Activities Office.

9. Should the President resign, a new Acting President will be voted in at an EGM.

### The Secretary

1. The secretary shall be responsible for the administration of the society.

2. The secretary shall be responsible for taking minutes of all meetings that shall be kept and lodged in their files. The minutes will be made available to any fully paid up member of the society upon request, once they have been lodged.
3. The secretary shall be responsible for the internal communications of the society.
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 location through an inventory sheet.
6. The secretary shall be responsible for room bookings for society meetings, rehearsals and events; in liaison with the producers.
7. The secretary shall be responsible for monitoring the booking of venues for the society's productions for the current and following society year, in liaison with the producer.
8. The secretary shall act as interim president of the society upon the long-term incapacity or resignation of the president. Upon such an occurrence the secretary shall call and chair an Extra-ordinary General Meeting of the society's members and conduct a vote to fill the vacancy.
9. The secretary shall be a signatory on the society's bank account.
10. Should the secretary resign, a new Secretary or Acting Secretary will be voted in at an EGM.

#### The Treasurer

1. The treasurer shall be accountable to the committee and members for the finances of the society.
2. The treasurer shall be the chief financial officer of the society.
3. The treasurer shall keep and prepare Accounts of the Society.
4. 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.
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 liaise with the production teams through the producers in setting up all budget proposals for the society year.
8. The treasurer shall process receipts in a frequent and timely fashion.
  - 8.1. The approval of receipts not corresponding to the approved budget will be left to the discretion of the committee. The final action decided upon shall be the purview of the committee and be decided by a two-thirds majority vote. Approval or rejection of the said receipt is required prior to reimbursement or refusal of reimbursement of the said receipt.
9. The treasurer shall record in a logbook all income and expenditure of the society account. If requested, the treasurer shall issue receipts for funds paid into the society account.
10. The treasurer shall receive all requests for money owed by the society to the production teams or crew of the show/showcase within 3 weeks of the final night of the production providing a valid receipt or invoice is presented – exceptions will be considered for special circumstances at the committee's discretion
  - 10.1. The treasurer shall receive all other requests for money owed by the society within 2 months of the receipt or invoice date.
11. The treasurer shall maintain a cash flow amount of £2000 within the society's bank account.
12. The treasurer shall maintain a contingency reserve for each production.
  - 12.1 The contingency for each annual term-time Show production will be set at a minimum of 15% of the predicted costs for that production..
  - 12.2 The contingency for each Showchoir production will be set at a minimum of 10% of the predicted costs for that production.

- 12.3 In the event of the society taking a show to Edinburgh Fringe Festival, the contingency will be agreed by the ad hoc committee, and by either or both of the outgoing/incoming treasurer(s).
12. The treasurer shall present a written report to the outgoing and newly elected committee at the end of each society year.
  13. It is the treasurer's responsibility to ensure the annual financial report is complete and submitted along with the society's annual report.
  14. Cheques drawn from the society's bank account must be signed by the treasurer and countersigned by either the president or the secretary.
  15. The allocation and number of complimentary tickets must be approved by both the Treasurer and the producer(s).
  16. The treasurer will inform all executive officers of their financial responsibilities and targets for the year.
  17. Should the treasurer resign, a new Treasurer or Acting Treasurer will be voted in at an EGM.

#### The Events Manager

1. The events manager shall be responsible for organising and facilitating a wide array of fundraising events for the society.
2. The events manager will submit to the committee their initial fundraising agenda at the beginning of the society year.
3. The financial targets for the events manager will be set in liaison with the treasurer.
4. The events manager shall work closely with the treasurer to assist in keeping the society's finances as healthy as possible, helping to achieve the society's aims in Article II.2.2.

#### The Sponsorship Coordinator

1. The sponsorship coordinator shall be responsible for convening all sponsorship opportunities available with the society.
2. The sponsorship coordinator shall raise funds through a wide variety of sponsorship opportunities with the society; including programme, flyer, clothing, website and poster sponsorship.
3. The sponsorship coordinator shall source, contact and liaise with all potential sponsor organisations.
4. The sponsorship coordinator will submit to the committee their initial fundraising agenda at the beginning of the society year.
5. The sponsorship coordinator shall create, update and maintain a database of all sponsor organisations the society has worked with. This shall be passed on to the newly elected Sponsorship Coordinator during the handover period at the end of the society year.
6. The financial targets for the sponsorship coordinator will be set in liaison with the treasurer.
7. The sponsorship coordinator shall work closely with the treasurer to assist in keeping the society's finances as healthy as possible, helping to achieve the society's aims in Article II.2.2.

#### The Patronage Coordinator

1. The patronage coordinator shall be responsible for convening all patronage opportunities available with the society.
2. The patronage coordinator shall raise funds through patronage opportunities with friends and family of current members, and through society alumni.
3. The patronage shall source, contact and liaise with all potential patrons.
4. The patronage coordinator shall be responsible for establishing and maintaining a contact database of all society alumni, to assist with future patronage and to bring together a network of previous society members.
5. The financial targets for the patronage coordinator will be set in liaison with the treasurer.
6. The patronage coordinator shall work closely with the treasurer to assist in keeping the society's finances as healthy as possible, helping to achieve the society's aims in Article II.2.2.

7. The patronage coordinator will organise an alumni event at some point during the society year.

#### The Publicity Manager

1. The publicity manager shall be responsible for informing the public about the society, its events and its production.
2. The publicity manager shall work with the producer of the society's productions to coordinate publicity and report back to the committee on progress.
3. The publicity manager shall be responsible for organising and involving all society members in its publicity events.
4. The publicity manager and producer will submit to the committee their publicity agenda at the beginning of the society year.
  - 4.1. The committee will approve the publicity agenda for the show and showchoir.
5. The budget for publicity will be set in liaison with the treasurer and the producer.
6. The publicity manager is responsible for the society's website and social media accounts.
  - 6.1 The publicity manager can choose to delegate these tasks at their discretion.

#### The Social Secretary

1. The social secretary shall be responsible for organising the social events for the society, new member integration and general morale of the society's membership.
2. The social secretary shall organise events aimed at integrating all members of the society; cast, choirs, band and production crew.
3. All social events must be self-sustainable; their budget will not be from the society.
4. The social secretary shall assist the events manager in organising fundraising activities.
5. The social secretary will submit to regular updates and proposals for socials to the committee throughout the society year.
6. Two social secretaries may be appointed at the Annual General Meeting.

#### The Ordinary Member

1. The ordinary member shall be available to assist any executive officer in their duties.
2. The ordinary member shall act as a link between the committee and the wider membership of the society.
3. The ordinary member shall be responsible for any extra-ordinary activities that the society undertakes within the society year.
4. The ordinary member shall be prepared to temporarily fill any vacancies left by long-term incapacity or resignation of any other executive officer (except the president), until an Extraordinary General Meeting is called to elect a new office bearer.

#### Show Representative

1. The representative shall be a current member of Footlights and a member of the cast of the annual show.
2. The representative shall be available to assist any executive officer in their duties.
3. The representative shall act as a link between the committee and the members of the society involved in the show.

#### Showchoir Representative

1. The representative shall be a current member of Footlights and a member of the cast of show choir.
2. The representative shall be available to assist any executive officer in their duties.
3. The representative shall act as a link between the committee and the members of the society involved in showchoir.

### Technical Advisor

1. The technical advisor shall be responsible for advising the committee on all matters relating to theatrical tech for show and showchoir.
2. Only in exceptional circumstances may the Technical Advisor act at the Production Manager for any production.

### **Article IX. The 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 committee members must become members of the society for the new society year.
3. All decisions concerning the policies of the society shall be discussed at a full committee meeting and voted in by a simple majority vote.
4. The president, or highest listed committee member occupying the chair, shall have the casting vote in the event of a tie in any internal committee business.
5. The committee shall meet, where possible, once a week during each semester.
6. The committee shall meet regularly with the production teams throughout the production teams appointments.
7. The committee shall be responsible for choosing the annual production, before the end of the second semester. The final choice must be voted for by a two-thirds (67%) majority.
8. The committee shall be responsible for advertising, interviewing and selecting the production teams (as defined in Article IX para 2 and Article VIII para 3)
  - 8.1. The committee must inform any interviewees for the production team of their decision within 72 hours of the interview period.
  - 8.2 The treasurer of the society is not eligible to apply for the role of producer of Show or Showchoir.
  - 8.3 The treasurer of the society may also apply for the role of production manager provided the following clause is met:
    - i. All budgeting decisions as production manager must be cleared by the producer and two remaining executive office bearers
  - 8.4 Any assistant posts for each of the production team roles should be organised by the production team and approved of by the committee.
  - 8.5 Any executives for each of the production team roles should be organised in liaison with the committee and the new production team.
9. 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.
  - 9.1. In the event of Footlights taking a production/performance to Edinburgh Fringe Festival an ad hoc sub-committee will be appointed by the committee prior to the end of 1st semester.
  - 9.2 Every four years the committee will form an ad hoc sub-committee for the organisation of the Alumni Gala, lead by the Patronage Coordinator.
10. The outgoing committee is responsible for the handover to the new committee. This shall include:
  - 10.1. All outgoing executive officers meeting individually with their new counterparts. They shall report on all positives and negatives from the past society year; and handover any useful documents, such as contact lists and databases.
  - 10.2. The outgoing treasurer and producer shall together meet with the newly elected treasurer and appointed producer, and shall assist in the setting of the new budget for the next society year.

- 10.3. The outgoing committee shall meet together with the newly elected office bearers, reporting together on the lessons learned from the previous society year. Society office bearers will attend annual society training as outlined by the Societies' Team.
- 10.4 Current Office Bearers must be assigned to the Society Profile immediately upon election.
11. Upon appointment, committee members hold responsibility for fulfilling their duties for the duration of their term. Failing this, the rest of the committee is entitled to express a vote of no confidence.
- 11.1 This requires a two-thirds majority from the committee to pass.
- 11.2 The dismissed committee member may appeal to an Extraordinary General Meeting of the society chaired by the President. If the President is the appealing member, the Secretary will chair the meeting. The highest ranking committee member not in the chair and not appealing will present the committee's case, and the appealing member may also present their own case. The vote of no-confidence will then be taken by secret ballot. Members may only vote yes or no.
- 11.3 If a committee member loses a vote of no confidence, they are dismissed and the most senior ordinary member assumes the position until another Extraordinary General Meeting is called to fill the vacancy.
12. The old and new committee will meet shortly after the AGM, as many times as deemed necessary by both parties, to ensure a smooth handover of positions.
- 12.1. The outgoing committee will assist the new committee in selecting the criteria for both the show and the production team for the following academic year and will attend initial meetings until the end of second semester.
- 12.2. The outgoing committee is purely advisory and has no voting power.
13. It is the responsibility of all committee members, so far as possible, to attend pre-arranged meetings.
14. The committee will conduct a debrief with both production teams after any production or showcase produced by the society's members.
15. The committee will provide the society's members with a formal feedback procedure.

#### **Article X. The Show Production Team(s) and Cast**

1. The committee shall be responsible for advertising the search for the production team throughout the Edinburgh University and the general public.
2. Application to the production team(s) is open primarily, but not exclusively, to all matriculated students of Edinburgh University.
3. The show production team shall consist of: the Producer, the Director, the Musical Director, the Choreographer and the Production Manager.
4. The production team shall be responsible for selecting a cast for the production through open auditions advertised by the committee throughout Edinburgh University.
- 4.1. Only in exceptional circumstances may a member of the Production team be a member of the cast
- 4.2. Only in exceptional circumstances may a cast member be selected without having auditioned.
5. All members of the production team will abide by the job descriptions set by the committee. The job descriptions will be revised and amended by the committee at the start of each year before applications.
6. Cast members shall be encouraged to assist the committee in fundraising and all publicity matters.
7. The members of the cast and production team are expected to be at every rehearsal they are called to.
- 7.1. Should a member of the cast fail to attend an adequate number of rehearsals, the production team should raise a discussion with committee to discuss appropriate action
- 7.2 Should a member of the production team fail to attend an adequate number of rehearsals, members of the production team or members of the cast should raise a discussion with committee to discuss appropriate action.

8. The production manager/production team for all shows must submit to committee a risk assessment at least ten days before the get in. This risk assessment must include
- i.) Details of all cast, crew, band and anyone else working on the show
  - ii.) Confirmation that they have received details of any specific physical or mental medical concerns that are relevant as well as confirmation that they have emergency contact details for all involved in the show (since this information is confidential it should not be on document submitted to committee)
  - iii.) Details of at least two trained first aiders
  - iv.) Details of at least two welfare contacts
  - v.) detailed show stop procedure
  - vi.) A full and comprehensive risk assessment for both the get in/get out; and the show itself
- 8.1 This would be submitted to the secretary, and approved by committee during the week leading up to the show, with any relevant changes being made. Following this approval, it should then be shared with the venue if necessary, and relevant people on the show team (for example technical heads of department).

#### **Article XI. The Showchoir Production Team/Choir**

1. The committee shall be responsible for advertising the search for the production team throughout the University of Edinburgh and the general public.
2. The Showchoir production team shall consist of: the Producer, the Production Manager, the Creative Director and the Musical Director.
3. The production team shall be responsible for selecting a choir through open auditions advertised by the committee throughout University of Edinburgh and beyond.
  - 3.1. Only in exceptional circumstances may a member of the Production team be a member of the cast
  - 3.2. Only in exceptional circumstances may a choir member be selected without having auditioned.
4. All members of the production team will abide by the job description set by the committee. The job descriptions will only be revised and amended by the committee at the start of each year and before applications.
5. The production team will actively seek opportunities for the Showchoir to perform within and out with the University of Edinburgh
6. The production team will propose a maximum number of choir members to the committee (the committee must approve with a 2/3 majority) and the production will not exceed this approved number.
7. The members of the cast and production team are expected to be at every rehearsal they are called to.
  - 7.1. Should a member of the cast fail to attend an adequate number of rehearsals, the production team should raise a discussion with committee to discuss appropriate action
  - 7.2. Should a member of the production team fail to attend an adequate number of rehearsals, members of the production team or members of the cast should raise a discussion with committee to discuss appropriate action
8. The production manager/production team for all shows must submit to committee a risk assessment at least ten days before the get in. This risk assessment must include
  - i.) Details of all cast, crew, band and anyone else working on the show
  - ii.) Confirmation that they have received details of any specific physical or mental medical concerns that are relevant as well as confirmation that they have emergency contact details for all involved in the show (since this information is confidential it should not be on document submitted to committee)
  - iii.) Details of at least two trained first aiders

iv.) Details of at least two welfare contacts

v.) detailed show stop procedure

vi.) A full and comprehensive risk assessment for both the get in/get out; and the show itself

8.1 This would be submitted to the secretary, and approved by committee during the week leading up to the show, with any relevant changes being made. Following this approval, it should then be shared with the venue if necessary, and relevant people on the show team (for example technical heads of department).

#### **Article XII. Equality Clauses**

1. The society has taken and will continue to take all necessary steps to ensure that our meetings, events and socials are accessible to all, irrespective of any disability.

2. The society has ensured and will continue to ensure that it complies with any relevant data protection Legislation.

3. The society believes that discrimination or harassment, direct or indirect, based on a person's gender, age (except where it relates to licensing laws), race, skin colour, nationality, religious belief, socio-economic background, disability, HIV status, sexual orientation, gender reassignment, family situation, domestic responsibilities or any other irrelevant distinction, is detrimental to the society, the university and wider society, and will not be tolerated.

4. The society has taken and will continue to take all necessary steps to ensure that our meetings, events and socials are accessible to all members.

#### **Article XIII. Effects of this Constitution**

1. The constitution shall be binding on the committee and all members of the Edinburgh University Footlights society from 22 February 2011. The secretary must maintain a copy of the current version of this constitution on the society website and must ensure that members of the committee are aware of its terms.

2. EUSA considers the ruling society constitution to be that which is displayed on the Society Profile.

3. The society shall abide by any applicable laws, bye-laws and guidelines of the Edinburgh University Students' Association in relation to recognised societies.