



SOCIETY CONSTITUTION

2023 / 2024

INSTRUCTIONS

1. Make a copy of this document somewhere safe in your group's drive (File > Make a copy).
2. Rename the document, and replace "[SOCIETY NAME]" with your group's name.
3. Fill in all required sections, indicated by purple boxes, by replacing "___".
4. Once completed, **save the document as a PDF** and submit through the Society Re-Ratification Form.

SOCIETY CONSTITUTION

Ultimate responsibility for the governance and discipline of societies lies with the Activities Officer, who has delegated responsibility to the Activities Development Coordinator.

This document contains your Society Constitution. **There are certain sections that you need to fill out, identified by purple boxes**, which correlate with certain sections in the Constitution. You can also add additional Society-specific policies to your Constitution in the 'Amendments' section if required.

Copies of the Constitution should be made available to all members. YUSU will also publish this constitution to your YUSU web page shortly after ratification.

If you have any queries, please email societies@yusu.org.

WHY DO WE NEED A CONSTITUTION?

The Constitution is an important document which provides the University of York Students' Union (YUSU) with information about your Society. The Constitution also outlines the duties, responsibilities and guidance of your Society to YUSU, which all members are expected to follow.

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Drama Society

Constitution 2023/24

1. Definitions

- 1.1. The Society in this document will be referred to as the 'Society'.
- 1.2. Those chosen to collectively represent the 'Society', shall be referred to as the 'Committee'.

2. Name of the Society

- 2.1. The Society's name shall be Drama Society. The Society will be considered a Music and Performance Society and be represented by the relevant members of the Societies Committee. People can join the society for the cost of £6 annually.

3. Aims and Objectives

- 3.1. The aims and objectives of the Society are to promote the interests and act on behalf of the Society Members.
- 3.2. To provide an opportunity for members of the Society to meet and participate in the given activities together.
- 3.3. The society's specific aims shall be:
 - 3.3.1. To put on theatre, whether that be student written pieces, plays with rights, musicals or rights free shows.
 - 3.3.2. To be an inclusive society, with opportunities open to all.
- 3.4. The society's specific objectives shall be:
 - 3.4.1. To put on a 'Weekend Show' every weekend, weeks 2-9, every term.
 - 3.4.2. To hold auditions for Weekend Shows each term so all members have the chance to be cast and be involved.
 - 3.4.3. To offer a free show once a week called an Original Drama Night, which is experimental, original and fun.
 - 3.4.4. To hold a Directors and Producers meeting every Wednesday to discuss theatrical/societal issues with our members and we check in with how each play is getting on.
 - 3.4.5. To offer the chance to Freshers to be involved in the 'Fresher Play'.
 - 3.4.6. To hold termly social events for all the society to attend.
 - 3.4.7. To create an Annual Yearbook to document the year's Weekend Shows and Original Drama Nights.

4. Membership

- 4.1. Membership of the Society will be open to all members of YUSU.
- 4.2. Membership of the Society, in addition to section 4.1, will be open to non-YUSU members who are not subject to disciplinary proceedings or consequent conditions of their membership. This includes students on a leave of absence.
- 4.3. Non-YUSU members must not exceed 20% of the overall Society membership.
- 4.4. The Society must have a core minimum membership of 10 YUSU members. If it does not reach this minimum, it will be required to submit proof of its regular activity to the Activities Development Coordinator upon request.

5. Code of Practice

- 5.1. No member should undertake any action that may bring the reputation of the Society, YUSU, or the University into disrepute.

- 5.2. A member must not participate in or omit to mention anything which might cause damage to themselves or others.
- 5.3. All members must adhere to the health and safety rules and procedures of YUSU, the Society, and the University.
- 5.4. No members should attend activities and/or meetings under the influence of alcohol and/or drugs.
- 5.5. Members must respect the different viewpoints of the Society's members if they are different from their own.
- 5.6. Members must respect the property of the University, YUSU, the Society, and of other members.
- 5.7. Participant selection for Society activities should be free and fair.
- 5.8. Socials (and any related activity) must be opt-in only and have no effect on eligibility to hold membership of the Society or a Committee position.
- 5.9. Drinking should not be the main purpose of any social events, and members should be able to participate in all Society activities without drinking alcohol, and without any coercion to drink.
- 5.10. The Committee will ensure that members of the Society should not pressure or coerce any other member into any action with which they feel uncomfortable.
- 5.11. Any action taken by the members on behalf of or while representing the Society in any way will also be accountable to the YUSU Code of Conduct found in Bye-Law 12.
- 5.12. Breaches of this code of practice can result in Society, YUSU, or University disciplinary action.
- 5.13. Societies must adhere to GDPR in order to protect their members' data. They should make members aware of how their data will be used and be able to justify doing so.
- 5.14. No member is to be allowed to be part of an executive production team more than once within a single term. This includes Assistant Director and Assistant Producer. This is due to welfare reasons and ensuring equal opportunities within the society.
- 5.15. The Society's members are bound by the practices set out in the 'Barn Bible' which is accessible from our website (yorkdramasoc.com) and can be delivered on request.
- 5.16. Members may only ever hold one executive production role on a DramaSoc Fringe show, so as to increase the number of opportunities for society members (not including EVM or EVC, who are on exec prod as representatives of committee)

6. Society's Committee

- 6.1. The Committee will be collectively responsible for the effective management and day to day running of the Society.
- 6.2. All of the Committee must be current YUSU members who are enrolled and studying on a University of York programme.
- 6.3. The Committee shall have the power to set Society rules, in accordance with the Societies Constitution.
- 6.4. A new Committee must be democratically elected at least annually at the Annual General Meeting (AGM).
- 6.5. The democratically elected Committee must at minimum consist of:
 - 6.5.1. President/Chair (AGM)
 - 6.5.2. Secretary (Jan EGM)
 - 6.5.3. Treasurer (AGM)
 - 6.5.4. Internal Vice Chair (Jan EGM)
 - 6.5.5. External Vice Chair (Jan EGM)
 - 6.5.6. Marketing and Events Officers (x3 - two at Jan EGM and one at AGM)
 - 6.5.7. Technical Manager (x2 - one at each election)
 - 6.5.8. External Venue Manager (Jan EGM)

- 6.5.9. Barn Managers (X2 - one at each election)
- 6.5.10. Original Drama Night Representative (Jan EGM)
- 6.5.11. Costumes and Props Manager (Jan EGM)
- 6.5.12. New Works Representative (AGM)
- 6.5.13. Workshop Director (AGM)
- 6.5.14. Diversity and Inclusion Officer (AGM)
- 6.5.15. Archive Officer (Jan EGM)
- 6.6. The Committee will ensure an up-to-date list of Committee members is provided to YUSU within one week of any election.
- 6.7. No committee member should be responsible for case work e.g. giving support and advice to any individual student, and when these cases present they must be referred promptly to the YUSU who can ensure the proper support is made available.
- 6.8. All weekend shows will be allocated at least 2 mentors whose roles are defined in the barn bible but will signpost members to the relevant resources.
- 6.9. All committee members will receive appropriate training if they desire.

7. Duties of the Society's Committee

7.1. The President/Chair is responsible for:

- 7.1.1. Providing leadership for the Society.
- 7.1.2. Society Data Protection— see Section 8.
- 7.1.3. Being a spokesperson/figurehead and representing the Society to relevant external stakeholders.
- 7.1.4. Ensuring that Society adheres to the relevant policies and to this constitution.
- 7.1.5. Ensuring the Society Committee contains officers listed in section 6.5.
- 7.1.6. Completing Society Officer Training and attending Societies Open Meeting.
- 7.1.7. Calling and chairing meetings of the Society's Committee.
- 7.1.8. Publicising the Society.
- 7.1.9. Ensure that at least one member of the committee is liaising with Platform and members of the School of Creative Arts and Technologies to promote a collaborative approach between groups.
- 7.1.10. Working alongside the Diversity and Inclusion Officer to promote outreach to various University networks.
- 7.1.11. Any other duties as mutually agreed by the Committee and the President/Chair.
- 7.1.12. Delegating tasks to other committee members.
- 7.1.13. Maintaining committee enthusiasm.
- 7.1.14. Being the Joint GDPR Data Controller. (Section 16)
- 7.1.15. Being a Mentor for at least one weekend show

7.2. The Secretary is responsible for:

- 7.2.1. Completing Society Officer Training
- 7.2.2. Taking care of Society admin
- 7.2.3. Arranging meetings and booking rooms or venues
- 7.2.4. Creating agendas and keeping minutes of meetings as necessary
- 7.2.5. Communicating regularly with members
- 7.2.6. Being aware of key dates for the Society throughout the year
- 7.2.7. Organising the AGM (Annual General Meeting)
- 7.2.8. Any other duties as agreed by the Committee
- 7.2.9. Reading and responding (or passing on) of society emails.
- 7.2.10. Being the Joint GDPR Data Controller. (Section 16)

7.2.11. Being a Mentor for at least one weekend show.

7.3. The Treasurer is responsible for:

- 7.3.1. Administering the Society's finances in accordance with the Constitution, Laws and By-Laws of YUSU.
- 7.3.2. Completing Society Officer Training.
- 7.3.3. Learning and understanding the Students' Union financial system.
- 7.3.4. Sourcing and applying for grant funding where necessary.
- 7.3.5. Keeping track of all income/expenditure.
- 7.3.6. Keeping the Committee & members informed of the Society's financial situation.
- 7.3.7. Organising fundraising or sponsorship for the Society.
- 7.3.8. Countersigning every claims form and transport form.
- 7.3.9. Creating a budget for each event.
- 7.3.10. Any other duties as agreed by the Committee
- 7.3.11. In charge of society cash boxes and the contents of the safe.
- 7.3.12. Manage YUfund and other YUSU fundraising projects.
- 7.3.13. Keeping track of event ticket sales.
- 7.3.14. Being a Mentor for at least one weekend show

7.4. The Internal Vice Chair is responsible for:

- 7.4.1. Attending Society AGM.
- 7.4.2. Manager of the Society's theatre space, the Drama Barn, and to work with YUSU and Estates to maintain it.
- 7.4.3. Keep within the YUSU and University guidelines for health and safety and fire risks. As well as ensuring sets comply with these rules.
- 7.4.4. Work with the Barn Manager on the day to day running of the Drama Barn
- 7.4.5. To make sure directors and producers have access to a Barn Bible and are aware of all rules and regulations.
- 7.4.6. Responsible for Production team activity in the Drama Barn from 9 pm on the Monday of their production week until 10 am the following Monday.
- 7.4.7. To take a £25 deposit to be put in a sealed and labelled envelope in the safe at the 'get in' and to return this deposit at the following Wednesday Directors and Producers Meeting, as long as all the terms and conditions of the deposit have been adhered to.
- 7.4.8. Stocking the Barn with DIY equipment and storing it securely.
- 7.4.9. To organise access to the Drama Barn with Vanbrugh Reception.
- 7.4.10. To inform Vanbrugh Garage of any performance dates and update them with any amendments to the schedule.
- 7.4.11. To look after the Society Garage, and liaise with other groups that share it.
- 7.4.12. Submitting EMF's termly to YUSU regarding the exclusive use of the Drama Barn.
- 7.4.13. Submitting EMFs for any events on campus.
- 7.4.14. Organising Health and Safety Training as required by the needs of the society.
- 7.4.15. Working with the ODN representative to ensure all ODN production teams adhere to health and safety rules and regulations.
- 7.4.16. Maintaining the inventory of assets owned by the society and ensuring an up-to-date copy is held by YUSU. This also includes society assets not stored in the Drama Barn, such as in the Society Garage
- 7.4.17. Being a Mentor for at least one weekend show

- 7.5. The External Vice Chair is responsible for:
- 7.5.1. Attending Society AGM.
 - 7.5.2. Organising and acquiring rights for plays after the initial check for availability from the director/ producer.
 - 7.5.3. Lead Team Outreach to assist with organising external events and opportunities and manage the societies' image.
 - 7.5.4. Liaising with local Secondary Schools for educational opportunities.
 - 7.5.5. Securing sponsorship.
 - 7.5.6. Responsible for members representing the society and external events.
 - 7.5.7. Responsible for the organisation and running of York Drama Society at the Edinburgh Fringe.
 - 7.5.8. Being a Mentor for at least one weekend show.
- 7.6. The Marketing and Events Managers are responsible for:
- 7.6.1. Attending Society AGM.
 - 7.6.2. Publicising all shows and events organised by the Society.
 - 7.6.3. Updating social media sites and the website.
 - 7.6.4. Conferring with YUSU and student media for society press and publicity including liaising with reviewers and securing them reviewer tickets.
 - 7.6.5. Making sure the directors and producers are aware of poster and social media regulations and if applicable are aware of publicity restrictions within their play's rights.
 - 7.6.6. Organising society social events.
 - 7.6.7. Works as part of Team Outreach to assist with organising external events and opportunities and manage the societies' image.
 - 7.6.8. Being a Mentor for at least one weekend show
- 7.7. The Barn Managers are responsible for:
- 7.7.1. Attending Society AGM.
 - 7.7.2. Sharing responsibilities with the Internal Vice Chair to manage the day to day upkeep of the Drama Barn.
 - 7.7.3. Sharing responsibilities with the Internal Vice Chair to ensure all production team members are aware of health and safety regulations at the start of their production week or 'get in' (Monday 9 pm).
 - 7.7.4. Sharing responsibilities with the Internal Vice Chair to ensure all production team members are aware of health and safety regulations and the end of their production week or 'get out' (Sunday 10 pm - Monday 10 am)
 - 7.7.5. In the Internal Vice Chair's absence, the Barn Manager can take the deposit during the Monday night get in of a weekend show. This is to be discussed between the Barn Manager and the Internal Vice Chair
 - 7.7.6. Sharing responsibilities with the Internal Vice Chair for production team activity in the Drama Barn from 9 pm on the Monday of their production week until 10 am the following Monday.
 - 7.7.7. Stocking the Barn with DIY equipment and storing it securely.
 - 7.7.8. Being a Mentor for at least one weekend show
 - 7.7.9. The weekly running and organisation of Open Barn.
- 7.8. The Costume and Props Manager is responsible for
- 7.8.1. Attending Society AGM.
 - 7.8.2. Keeping an inventory of all costume and props in the Barn.

- 7.8.3. Ensuring the upstairs of the barn is clean and well maintained.
 - 7.8.4. Washing and repairing any damaged costumes.
 - 7.8.5. Working with the Internal Vice Chair and the Barn Manager to decide on the loan of anything from the Barn to non-members, and keeping track of these loans.
 - 7.8.6. Helping Directors and Producers to source costume and props for their performances.
 - 7.8.7. Being a Mentor for at least one weekend show
- 7.9. The Technical Managers are responsible for:
- 7.9.1. Attending Society AGM.
 - 7.9.2. Must be available for contact if technical difficulties in the Drama Barn arise.
 - 7.9.3. To have a good understanding of the workings of the Drama Barn technology and how to fix any problems.
 - 7.9.4. To train other DramaSoc members how to use the Drama Barn Technology to a good enough standard to operate technology (such as the lighting desk and sound system) during shows unaided.
 - 7.9.5. Responsible for providing tech opportunities for those that are interested in getting involved.
 - 7.9.6. The Tech Manager is responsible for liaising with production teams to ensure that every show has an appropriately trained technician who has been briefed on the relevant safety procedures as well as ensuring that every show has a well maintained rig to work with.
 - 7.9.7. The Tech Manager must be prepared to assist the technician assigned to a show, should they, or their production team, require it. This includes assistance with rigging, programming, designing and repairing.
 - 7.9.8. Being a Mentor for at least one weekend show
- 7.10. The External Venue Manager is responsible for:
- 7.10.1. Attending Society AGM
 - 7.10.2. Must be available for contact if technical difficulties in the Drama Barn arise.
 - 7.10.3. To have a good understanding of the working of the Drama Barn technology and how to fix any problems.
 - 7.10.4. To train other DramaSoc members how to use the Drama Barn technology to a good enough standard to operate technology (such as the lighting desk and sound system) during shows unaided.
 - 7.10.5. Responsible for the running the lighting and sound at the Edinburgh Fringe Festival and any other events external to the Drama Barn.
 - 7.10.6. Ensuring that the Unity Health Centre Storage (The Stables) is tidy and an inventory is kept up to date.
 - 7.10.7. Being a mentor for at least one weekend show.
- 7.11. The Workshop Director is responsible for:
- 7.11.1. Attending Society AGM.
 - 7.11.2. Running Weekly Drama Workshops
 - 7.11.3. Working with New Works Rep to build workshops
 - 7.11.4. Promoting participation within the Society
 - 7.11.5. Working with EVC with bringing in external workshop leaders
 - 7.11.6. Work with the ODN Rep and New Works Rep in deciding the ODN lineup.
 - 7.11.7. Being a Mentor for at least one weekend show

- 7.12. The Original Drama Night (ODN) representative is responsible for:
 - 7.12.1. Attending Society AGM.
 - 7.12.2. Responsible for the Drama Barn's Monday night performances (ODNs).
 - 7.12.3. Responsible for the pitching process for ODNs
 - 7.12.4. Responsible for ensuring ODN production teams adhere to health and safety rules and regulations.
 - 7.12.5. Organise, publicise and oversee 'Play-in-a-Day' and 'Summer Solstice'
 - 7.12.6. Responsible for internal non-'weekend play' productions including 'Play-in-a-Day', 'Summer Solstice' and the 'Freshers' Play'.
 - 7.12.7. Responsible for being a mentor with New Works Rep for ODNs.
- 7.13. The New Work Representative is responsible for:
 - 7.13.1. Attending Society AGM.
 - 7.13.2. Organising 'Writers' Circle' workshops once a week (frequency can be relaxed/amended during the summer term when schedules change for exams, dissertations and other assessments).
 - 7.13.3. Giving all writers in the society the option to receive feedback on their work.
 - 7.13.4. Offering particular assistance to the writers of ODNs, encouraging them to seek feedback on their work and helping them develop their scripts prior to and (if necessary) during rehearsals.
 - 7.13.5. Promoting student writing within the society as well as making external opportunities known to the society.
 - 7.13.6. Organising writers' events such as the New Works Festival at least twice a year and/or other scratch events.
 - 7.13.7. Promote unity between the ODN Representative and themselves.
 - 7.13.8. Helping the ODN Representative with their responsibilities when needed, including (but not limited to) choosing the ODN line-ups and ushering/monitoring the ODN performances.
 - 7.13.9. Helping the Marketing and Events Managers maintain the Writers' Circle Facebook group when necessary, including advertising Writers' Circle meetings and sharing writing opportunities both within the society and beyond.
 - 7.13.10. Promoting Writers' Circle (and the society as a whole) at Freshers Fair.
 - 7.13.11. Being a Mentor for ODN Shows
- 7.14. The Diversity and Inclusions Officer is responsible for:
 - 7.14.1. Attending Society AGM
 - 7.14.2. Attending Weekend show and ODN meetings at the end of each term to discuss how to run show auditions and how to advertise to external groups.
 - 7.14.3. Working with the society Chair to instigate conversations surrounding diversity and inclusion within the society, and to raise issues in committee meetings.
 - 7.14.4. Work with the Chair to promote outreach to University Networks (BAME, LGBTQ+, WNB etc).
 - 7.14.5. Responsible for the upkeep of Dramasoc's Terminology Document which is shared/reviewed by committee on a regular basis
 - 7.14.6. Responsible for the upkeep of Dramasoc's Panel Guide that provides guidance to the panel in addressing/considering issues of inclusivity and diversity when deciding the term line up.
 - 7.14.7. Responsible for the upkeep of an Audition Guidance Document to be shared/reviewed by committee on a regular basis.

- 7.14.8. Works with the New Works and ODN Representatives to provide feedback and guidance to successful ODN pitches.
 - 7.14.9. Works as part of Team Outreach to assist with organising external events and opportunities and manage the societies' image.
 - 7.14.10. Be a mentor to at least one Weekend show
- 7.15. The Archive Officer is responsible for:
- 7.15.1. Attending Society AGM.
 - 7.15.2. Be a mentor to at least one Weekend show.
 - 7.15.3. Collating the Yearbook throughout the year and seeing over its distribution to the membership.
 - 7.15.4. Documenting and archiving the backstage murals in The Barn.
 - 7.15.5. Updating and maintaining the History section of the Drama Society public website.
- 7.16. No Committee member should be responsible for case work e.g. giving support and advice to any individual student. If and when these cases present they must be referred promptly to the Activities Development Coordinator who can ensure the proper support is made available.

8. Data Protection

- 8.1. All membership personal data is subject to the UK General Data Protection Regulations (GDPR), the Data Protection Act 2018, related legislation and YUSU procedures.
- 8.2. The President/Chair is responsible for the safety and security of all membership personal data held outside of YUSU software and systems and must take all reasonable steps to ensure access to YUSU software and systems is not shared without YUSU consent.
- 8.3. The President/Chair is required to successfully undertake GDPR online awareness and compliance training supplied by YUSU.
- 8.4. The President/Chair must advise YUSU of any breaches of data protection as soon as they are made aware of any such breach.
- 8.5. The President/Chair can formally nominate a Data Protection Officer who is responsible for overseeing the Society's compliance to GDPR and YUSU procedures. Key responsibilities include:
 - 8.5.1. Ensuring membership personal data including email addresses are private and confidential and is only used for Society membership purposes and contact that would be reasonably expected as part of the membership offer.
 - 8.5.2. Ensuring that all communications are sent via the SUMS Communications platform wherever possible, and not from email accounts. Where this is inconvenient or not possible, the Society must ensure all bulk or emails must only be sent via blind-copy ("bcc").
 - 8.5.3. Obtaining the necessary consent from members to hold and process personal data in relation to membership. Given that a contractual relationship exists when a membership is purchased (whether or not cash changes hands), there is no need for explicit consent to be sought by student groups provided they are only using the personal details of members in relation to reasonable membership activities / communications.
 - 8.5.4. Not sharing membership personal data with any other Society, university department or external organisation without the prior written consent of the data subject or YUSU.

8.5.5. Advising YUSU of any breaches of data protection as soon as they are made aware of the breach.

8.6. Failure to follow YUSU's data protection guidance and procedures will constitute grounds for de-ratification and/or disciplinary procedures.

9. Society Finance

9.1. All Society income and expenditure shall be conducted through the YUSU Finance Office. Holding funds externally will constitute grounds for de-ratification and/or disciplinary procedures.

9.2. The President/Chair, Secretary and Treasurer shall automatically be signatories to the Society accounts, once YUSU has received an up-to-date Committee list during the (re-)ratification process.

9.3. Two of these signatories shall be required for each expense claim and for any contract or undertaking, financial or otherwise, on behalf of the Society; one of which must be the Treasurer unless the Treasurer is making the claim.

9.4. The Society's accounts shall be available for inspection at any reasonable time by YUSU staff and through the SUMS Member Dashboard.

9.5. An annual membership fee is required from all Society members, including the Committee unless the Society states otherwise and agrees not to be eligible for a YUSU grant. The Committee is responsible for determining both this fee and its collection.

9.6. YUSU members shall receive no remuneration from the Society, except in legitimate expenses incurred in connection with the Society business.

10. Meetings

10.1. The primary decision-making bodies of the Society are Committee meetings, Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs).

10.2. All General Meetings must be open and advertised to all members.

10.3. Minutes should be taken at each meeting and published to all members. A copy of the minutes must also be made available to YUSU staff upon request.

10.4. The Committee shall give at least 7 days notice of any General Meeting.

10.5. The quorum of a General Meeting shall be 20% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.

10.6. An EGM can be called by the Committee of the Society, Societies Committee, or a petition signed by a petition of 25% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.

11. Election of the Committee

11.1. Only current paid-up members of the Society are allowed to stand for election.

11.2. The Committee must be elected by the Society at an AGM (see section 10), which must be held at least once in every 12 month period, in the time period provided by the Activities Development Coordinator unless otherwise agreed.

11.3. All members should be made aware of their ability to stand for election and vote.

11.4. Only paid-up Society members who are also full members of YUSU shall be entitled to vote.

11.5. The Committee must be democratically elected in a free and fair election.

11.5.1. All Society members must have the chance to question candidates and submit a vote in private.

11.5.2. Votes may be counted using either First Past The Post or the Alternative Vote/Single Transferable Vote system.

- 11.5.3. If desired, YUSU can provide assistance in the running of any election to ensure fairness or to count votes where necessary.
- 11.5.4. If any vacancies occur in the Committee during the academic year, they shall be democratically filled as soon as is convenient via an EGM (Extraordinary General Meeting).

12. Society Complaints Procedure

- 12.1. This procedure allows members to raise complaints about any issues relating to the Society, including (but not limited to):
 - 12.1.1. The safety of activities.
 - 12.1.2. The standards of instruction.
 - 12.1.3. The standard of equipment used for the activities.
 - 12.1.4. Bullying and harassment.
 - 12.1.5. Disregard for operational policies of YUSU including the Equal Opportunities and Safe Space policies.
- 12.2. Complaints should first be addressed in writing to the Society President/Chair. When a complaint is made, the President/Chair must consult YUSU for advice.
- 12.3. If this initial process does not provide a satisfactory outcome, a Formal Complaint should be made to the Student Activities Officer in writing, triggering the use of YUSU's Code of Conduct ([Bye-Law 12](#)) which will be followed in addressing Formal Complaints.
- 12.4. In serious or unresolved cases, the member will be supported by YUSU in progressing the complaint through the University's [Code of Practice on Harassment](#) and/or [Complaints Procedure](#).

13. Dismissal and Resignation of Committee Members

- 13.1. No Committee member shall be deemed to be dismissed unless they have received during their term of office a vote of 'no confidence' from their Society members.
- 13.2. Before a vote of 'no confidence' can be considered against a Committee member, the complainant must have attempted to settle the matter informally. One of the Committee members named in section 6.5 will be responsible for overseeing this informal process, and acting as a mediator when and where they deem necessary.
- 13.3. Any incident which cannot be satisfactorily resolved in this way must be referred to the Activities Development Coordinator, who will facilitate a vote of 'no confidence'. This request must be accompanied by a petition of 25% of YUSU members of the Society or 10 YUSU members of the Society, whichever is greater.
- 13.4. If a 'no confidence' motion is called then a Society EGM (see section 10) must be held, and in order for a vote of 'no confidence' motion to be carried it must be supported by two-thirds of those voting.
- 13.5. If the no confidence motion is successful or a Committee member resigns, then a Committee member must inform YUSU immediately. The Society will then need to hold another EGM to re-elect a new person to the position (see section 10).
- 13.6. If the no confidence motion is unsuccessful:
 - 13.6.1. YUSU will facilitate support with the Committee to resolve any outstanding issues.
 - 13.6.2. Further 'no confidence' motions must be on different grounds and not within one calendar month of the general meeting at which the last 'no confidence' motion against that Committee member was heard.

14. Suspension and Exclusion of Members

- 14.1. No member shall be deemed to be suspended or excluded without a formal process involving YUSU. This is to ensure fairness and transparency of processes.
- 14.2. Any matter which may be considered grounds for suspension or exclusion must be referred as a matter of urgency to YUSU who will instigate the process for an investigation.
- 14.3. If an imminent risk is identified a Society member may be suspended immediately for a period of up to 14 days.
 - 14.3.1. Any assessment of risk must be carried out by YUSU at the earliest opportunity.
 - 14.3.2. If no process is initiated within these 14 days to permanently exclude the member then the suspension will be lifted and considered resolved once 14 days have passed.
- 14.4. Exclusion of a member is a penalty that can only be considered in exceptional circumstances and subject to the below procedure.
- 14.5. Any member facing exclusion from a Society must have a fair hearing at which they have the right to speak in their defence, have a supporter present and have been advised of the allegations made, and supporting evidence disclosed at least 7 clear days in advance.
 - 14.5.1. The panel for the hearing will be chaired by the Activities Officer (or the York Sport President if there is a conflict of interest) with the following additional members: a member of Societies Committee (who is not a member of any other Society in the same category as the Society) and a member of the York Sport Committee, neither of whom should have previous knowledge of the nature of the allegations, and a YUSU Staff member who will minute the meeting.
 - 14.5.2. Any decision to exclude a member requires a majority vote from the panel and must be communicated in writing, with a statement of reasons, to the excluded member within 7 days.
- 14.6. A member may appeal against any decision to suspend or exclude them on the grounds of lack of adherence to process, provision of further evidence or evidence that the decision was biased or prejudiced. The member must communicate their intention to appeal in writing to YUSU.
- 14.7. Any appeal of a decision to suspend or exclude a member must be heard by a panel who were not involved with the original decision, have no prior knowledge of the case and will be chaired by a Full Time Officer. Ideally this panel will also consist of one more member each from the Societies Committee and the York Sport Committee. However the panel will primarily be constituted with a view to fairness and elimination of conflict of interest.
- 14.8. An appeals panel only has the power to uphold or overturn a decision by the initial panel. They may not suggest alternative sanctions.

15. Amendments to the Society Constitution

- 15.1. The Constitution may be amended by two thirds of the members present at an AGM or EGM.
- 15.2. If amended, the constitution shall be re-ratified by the Societies Committee before coming into effect.

16. Dissolution

- 16.1. The Society may be dissolved if deemed necessary by the members in a simple majority vote at an AGM or EGM. Any assets or remaining funds after debts have been paid shall revert to YUSU, in line with charity law requirements.

- 16.2. In exceptional circumstances, the Society may also be dissolved by the Societies Committee if deemed necessary and subject to the approval of the Activities Officer.

17. Declaration

- 17.1. As a Society Committee Member I agree to abide by, enforce and operate in accordance with this Constitution, YUSU's Constitution, YUSU's Policies and guidelines in the Resource Hub.

Aidan Loft - Chair
Zac Ribbins - Secretary
Chloe George - Treasurer
Grace Redfern - Internal Vice Chair
Caitlin Sydney - External Vice Chair
Finn O'Grady - Barn Manager
Kira Thomasson- Barn Manager
Tommo McCarthy - Technical Manager
Jamie Waters- Technical Manager
Becky O'Donnell - External Venue Manager
Caitlin Berry - Costume and Props Manager
Ellie Carrier - ODN Representative
Will Osbon- New Works Representative
Kayla Vicente - Marketing and Events Manager
Amber Moore - Marketing and Events Manager
Edison Juniper - Marketing and Events Manager
Keira Thompson Taitt - Diversity and Inclusion Officer
Elizabeth Winstanley - Archive Officer

18. Amendments