



**BRISTOL SU**  
the best student life

The Richmond Building  
105 Queens Road, Clifton, Bristol  
BS8 1LN  
Tel (0117) 331 8600

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[www.bristolsu.org.uk](http://www.bristolsu.org.uk)

University of Bristol Students' Union MTB - Music Theatre Bristol

1. NAME

- a. The name of the Society shall be the Bristol SU (University of Bristol Students' Union) Music Theatre Bristol Society.
- b. The Society shall be affiliated to the University of Bristol Students' Union and represented by the Societies' Network.

2. AIMS

- a. To provide opportunities and facilities for performers, directors, choreographers, producers and designers to stage musicals and to improve their musical and theatrical knowledge and ability.
- b. To stage three musical productions a year of varying sizes as well as one or more cabarets.
- c. Engage in any other activity which in the opinion of the committee may advantageously be carried on as incidental to the foregoing aims.

The Society shall abide by the Union's Code of Conduct, and any other policies laid down by the Union's Board of Trustees.

3. MEMBERSHIP

- a. Full membership is open to all full members of the Union by application to the Society.
- b. Associate membership is open to all other persons who are associate members of the Union.
- c. Not less than three-quarters of the Society members shall be full members of the Union.
- d. The Secretary shall keep a list of all members, differentiating between full and associate members. The Secretary shall inform the Student Services Team of the membership of the Society each year.
- e. There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the Committee being no less than the minimum rate demanded by the Union.

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- f. Membership must be purchased if an individual wishes to be involved in any production staged by Music Theatre Bristol. Involvement includes:
1. Being a cast member for a production
  2. Being a member of a production team including, but not limited to:
    - i. Producer and Assistant(s)
    - ii. Director and Assistant(s)
    - iii. Choreographer and Assistant(s)
    - iv. Music Director and Assistant(s)

#### 4. PRIVILEGES OF MEMBERSHIP

- a. Only members may sit on the Committee.
- b. Only full members may vote in Committee elections.
- c. All categories of membership shall have equal rights of attending meetings etc.
- d. MTB as a society is for Bristol-based students, therefore priority for show casts and productions will be given to these students. Affiliate members who purchase memberships will only be called upon to fill roles if this is necessary.

#### 5. COMMITTEE

- a. There shall be a Society Committee which shall be the executive decision-making body of the Society.
- b. The President, Secretary, Treasurer and Equality Officer of the Committee shall be full members of the Union.
- c. The Committee shall be responsible for the general and financial policy of the Society, subject to such rules as laid out in the Union's Constitution and Byelaws, and any rulings made by the Union.
- d. Quoracy for Committee meetings shall be set at 50% of the post filled positions plus one.
- e. All Committee meetings must be minuted by the Secretary (or other Committee member if they are unavailable) and the minutes circulated to the Committee before the next committee meeting.
- f. The Committee is comprised of:
  - a. President - Responsible for overseeing the workings of the whole committee, organising and chairing meetings, liaising with the union and coordinating the day-to-day running of the society.
  - b. Vice-President - Responsible for assisting the President in their tasks where necessary and leading the society in the President's absence. Responsible for liaising with committee and society members, aiding policy making and assisting in the day-to-day running of the society. Work with the president to set goals for the society, and to stage the first full scale production of the year, Showcase. Primarily, the Vice President

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heads up initiatives that the committee would like to see happen which do not fit into any other defined role.

- c. Treasurer - Responsible for managing and administering the finances of the society. This role includes jobs such as liaising with show production teams and the union finance department on a day-to-day basis, ensuring all expenses for the society are repaid and that production teams are meeting their budgeting targets.
- d. Secretary - Responsible for taking minutes of all meetings, ensuring all members are accounted for in official society records.
- e. Social Secretary (2 positions) - Responsible for organising and running socials for members throughout the year.
- f. Communications Officer - Maintains the website and social media accounts. In charge of marketing shows and workshops, and ensuring that each event reaches as many people as possible.
- g. Equality and Wellbeing Officer - Ensures that each member of the society is being fairly treated. Responsible for handling any concerns in regards to representation (especially in terms of minority groups regarding gender, sexuality, or race). Responsible for overseeing the wellbeing of the society and signposting any members to relevant services they may need.
- h. External Opportunities Officer - Responsible for engaging our members with external opportunities such as performance contacts and workshops. Staying in regular contact with MTB alumni, inviting them to see productions and hold workshops.
- i. Musical Coordinator - Responsible for liaising with other musical societies, musicians and production teams throughout the year. Organise, hire and store kit for shows.
- j. Freshers' Representative - Responsible for communication between freshers and committee, encouraging fresher engagement within the society and ensuring fresher representation in casts alongside the Equality Officer.

## 6. FINANCIAL

- a. The Treasurer of the Society shall be a full member of the Union and not in their final year at the University. However, if given approval by the Union, a final year student may take the position.
- b. All financial arrangements must be made in accordance with current instructions to Society Treasurers, as set down by the Union.

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- c. The Bristol SU Union Affairs Officer, Sport and Student Development Officer and Director of Finance shall jointly be empowered to issue financial instructions on behalf of the Society if:
- (i) the affiliated student group ceases to be affiliated
  - (ii) there are concerns that the funds are being managed in breach of the provision set out in the Byelaws
  - (iii) the group ceases to exist or there are breaches of any minimum standards set out in Union policy

## 7. GENERAL MEETINGS

- a. There shall be an Annual General Meeting once per annum, and this shall be during Teaching Block 2.
- b. Notice of such meetings must be sent to the Society's membership via email with at least 14 days' notice. An agenda must be sent out with at least 7 days' notice.
- c. Quorum of such meetings shall be set at twice the Committee size plus one.
- d. An Extraordinary General Meeting may be called by either the Committee or 5% of the membership of the Society by application to the Committee. An EGM shall be called as specified on the application, but at least 7 days' notice shall be given.

## 8. ELECTIONS

Elections shall be held at the Annual General Meeting to elect officers of the Committee for the following annual session. Officers can only be removed from their posts by an EGM or AGM. Nominations must be received 7 days in advance.

- a. If Committee positions are left unfilled after the AGM, then the Committee shall have the power to co-opt Society members onto the Committee to fill the vacant posts. However, co-opted Committee members are not regarded as full Committee members and can be removed by the Committee at any time.
- b. Voting shall be by first past the post system and shall be conducted by a show of hands if the position is uncontested, having asked the candidate to leave the AGM room. If the position is contested, then ballot papers shall be issued to those voting and a count taken of the ballot papers by a Committee member. In the event of a tie, the outgoing President shall have the deciding vote.

## 9. AFFILIATIONS

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- a. The Society shall affiliate to external bodies only where membership of those bodies is essential to the fulfilment of the core aims, and only with the prior agreement of the Union.

#### 10. CONSTITUTIONAL AMENDMENTS

- a. Any amendment to this constitution shall require a two-thirds majority of the members present at a properly constituted General Meeting.
- b. All such amendments shall become valid only after approval by the Union.

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