

The Nottingham New Theatre Constitution

Last Revised: February 2016



The University of
Nottingham

Students' Union
UNIVERSITY OF NOTTINGHAM

1. DEFINITION

- 1.1.** This body shall be known as the 'The Nottingham New Theatre' (hereinafter referred to as 'the Theatre').
- 1.2.** UoNSU shall be an abbreviation of the University of Nottingham Students' Union
- 1.3.** The Executive Committee of the Theatre shall be known as the Committee.
- 1.4.** The Nottingham New Theatre shall be a Student-Run Service of the UoNSU.
- 1.5.** The Theatre shall produce regular performances on campus which appeal to the students and staff of the University of Nottingham as well as the general public.

2. AIMS

The Theatre shall strive:

- 2.1.** To provide an environment in which all members, regardless of experience and ability, can exercise and further their interests in theatre.
- 2.2.** To maximise the amount of opportunities available to all members, by providing a stable and professional infrastructure which allows members to produce the highest quality theatre possible.
- 2.3.** To offer information and support to all members involved in any activities relating to the Theatre.
- 2.4.** To create a vibrant and busy social community, which is welcoming to all.
- 2.5.** To ensure the theatre runs efficiently as a business, meeting all financial goals determined by ourselves and UoNSU.
- 2.6.** To ensure all activities adhere to Students' Union Health and Safety guidelines and to provide appropriate training to all members.
- 2.7.** To ensure the Theatre's premises are in a well-maintained, safe and presentable state at all times.
- 2.8.** To create a positive and ambitious committee environment, in which we communicate and support each other to achieve our goals.
- 2.9.** To provide members with information on all decisions taken by the committee to ensure accountability and transparency.
- 2.10.** To promote and develop our national status as a theatre company and to ensure the company we pass on to our successors is notably improved, where appropriate, to that which we inherited.

3. MEMBERSHIP

3.1. Membership shall be open to all Full Members of UoNSU

3.2. Membership shall also be open to Associate Members of the UoNSU and is accepted at the discretion of the Committee.

3.3. Annual membership fees shall be set by the Committee and reviewed annually.

4. COMMITTEE MEMBERS

4.1. The committee of the theatre shall consist of a:

President

Secretary

Treasurer

Front of House Manager

In-House Coordinator

Fringe Coordinator

External Relations Manager

Publicity Manager X2

Social Secretary

Theatre Manager

Company Stage Manager

Company Technical Director

Technical Manager

Workshop Manager X2

Costume, Props and Make-Up Manager

4.2. The Committee shall aim to hold weekly meetings during term-time.

4.3. The quorum for a meeting of the Committee is exactly or more than half the members.

5. ROLE OF COMMITTEE MEMBERS

5.1. President

The President has overall strategic responsibility for the promotion and development of the Theatre and for the welfare of its members. They shall have overall responsibility for the management of the theatre and is responsible, in coordination

with the Theatre Manager, for ensuring that the Theatre is kept in a safe and usable condition.

The President, along with the Treasurer, shall oversee any contractual affairs involving the theatre. The President has overall responsibility in maintaining the theatre's relationship with UoNSU and the University, including meeting with SU Officers, staff, giving extra-ordinary tours where necessary and maintaining alumni relations. The President shall undertake the necessary weekly admin regarding the running of the theatre, organising and chairing weekly committee meetings and overseeing the work of fellow committee members, promoting coordination between the roles and being responsible for accountability of committee members where necessary.

The President, along with Secretary, shall be responsible for the welfare of the membership. They shall also have overall responsibility for discipline over the committee and the general membership, where necessary.

5.2. Secretary

The Secretary is the official Welfare Officer for the Nottingham New Theatre. It is the duty of the secretary to ensure that no activities are exclusive of any member and that no activity is knowingly undertaken that would be detrimental to a member's well-being. The Secretary is the primary person that members should contact if they are experiencing any kind of problem with the Nottingham New Theatre or its activities.

The Secretary shall be in charge of taking the minutes of all committee meetings. They must also complete a yearly report detailing all major committee decisions and recording new and valuable information e.g. personal contacts with which the Theatre wishes to maintain a relationship. They shall maintain the membership records and issue membership cards along with the Treasurer. They shall be responsible for the receipt of and response to any external mail sent to the Theatre both by post and email. They shall be responsible for weekly communications to the membership through a weekly email. This shall contain all information that the Theatre wishes to give its members as well as any external opportunities for its members. The Secretary shall update the Theatre Website weekly as well as bring up to date any new information required on any of the other pages (i.e. current productions, committee contacts, list of fellows/awards).

The Secretary is also in charge of some democratic procedures within the Theatre. These are: attending the recalls meeting after auditions to support the Productions and Fringe Coordinator and posting the recalls list after this meeting, mediating calls to actors on casting day, counting and recording initial votes and vote re-allocations throughout all proposals meetings, running committee hustings and running the Boat Party Awards.

In the President's absence, the Secretary shall fulfill the President's duties and responsibilities where appropriate.

5.3. Treasurer

The Treasurer is responsible for the financial management of the Theatre and financial planning of all activities to ensure profits are made to fund the theatre's day-to-day activities.

They shall set and oversee the production budgets for In-House and Fringe seasons, external slots (if applicable), NSDF and Edinburgh shows. They shall organise budget meetings with selected shows to meet with the Social Secretary and each production team in order to assign a budget, set a fundraising target and discuss these in detail with the production team. They will then organise throughout each term to meet with production teams for reimbursements and deal with all financial issues that arise, such as cash discrepancies or unpaid rights. They shall also be responsible for averaging NSDF prices across the season, collecting money and reimbursing teams where necessary.

They are responsible, along with the President, for contractual matters in the theatre, and also maintaining membership records and issuing membership cards along with the Secretary. The Treasurer shall establish a budget for the academic year and work with all committee members to establish departmental budgets. The Treasurer shall also submit a financial report at the end of each semester that year to the Committee. They shall be responsible for applying for any UoNSU grants which the Theatre is eligible for.

The Treasurer is also responsible for the overall cash-up for ticketing sales, bar sales and fundraiser collections each production week and depositing of this money into the SU cash machine. The Treasurer must not be a final year student.

5.4. Front of House Manager

The Front of House Manager shall be responsible for ticketing and refreshments sales with the aim of raising funds for the theatre. They shall be responsible for the overall smooth running of performances and shall assign Front of House duties to all Committee members on a weekly basis. They shall ensure that necessary safety equipment (such as torches) is available on all show nights. They shall compile records of sales to give to the Treasurer to present in their financial reports. They shall work with the Publicity Managers to ensure that the foyer is maintained and decorated in such a way as to reflect each weeks' events in the Theatre.

The Front of House Manager is responsible for making sure the license of the bar is complied with as well as purchasing stock and stock taking (both alcoholic and other

refreshments), general maintenance of the bar and is responsible for training all committee members to manage the bar and ticket sales on show nights.

The Front of House Manager should liaise with shows to ensure either foyer is clean and, when requested, appropriate for the show. This will typically include updating the “What’s On” wall in the main foyer. If a Fringe show elects to perform outside of the Theatre’s building, the Front of House Manager should discuss and arrange with teams the logistics of ticketing and audience members accessing the alternative performance space. It is the responsibility of the Front of House Manager to ensure the Front of House printer has ink and paper supplies. In the absence of the Secretary, the Front of House Manager will assist with administration duties such as emailing the membership.

5.5. In-House Coordinator

The In-House Coordinator is responsible for the productions performed by the Theatre. The Coordinator is the direct link between Directors and Producers and the Committee and shall guide Directors and Producers to the relevant committee member. As such, they are responsible for the updating and delivery of the ‘Productions Pack’. They shall liaise with Directors and Producers over all aspects of production and provide support wherever necessary.

They shall draw up a Code of Conduct for the running of productions by the beginning of the academic year and ensure that this is given to all Directors and Producers and shall be overall in charge of the welfare of Productions. They are responsible for explaining the auditions/recalls/casting process to the membership that attends the In-House Season Launches. They shall organise and run a Proposals Advice Meeting a week before the proposal form deadline.

They shall be responsible for chairing the proposals and casting meetings, for organising audition locations and Season Launch paperwork and encouraging the directors and producers to attend a weekly production meeting which they shall organise and run. They are responsible for organising the recalls meeting during each audition week.

They shall be responsible for the filling of the Out of Season slots, which are over the January exam period until the first In-House slot and the May exam period. These proposals shall be advertised to the membership and external companies in advance of these periods.

5.6. Fringe Coordinator

They will be responsible for organising the Fringe Season. The Coordinator is the direct link between Fringe production teams and the Committee. They shall be responsible for facilitating communication between Fringe and In-House shows.

They shall draw up a Code of Conduct for the running of productions by the beginning of the academic year and ensure that this is given to all Directors and Producers and shall be overall in charge of the welfare of Productions. They are responsible for explaining the auditions/recalls/casting process to the membership that attends the Fringe Season Launches. They shall organise and run a Proposals Advice Meeting a week before the proposal form deadline.

They shall be responsible for chairing the proposals and casting meetings, for organising audition locations and Season Launch paperwork and encouraging the directors and producers to attend a weekly production meeting which they shall organise and run. They are responsible for organising the recalls meeting during each audition week.

Alongside this, the Fringe Coordinator shall be in charge of the organisation of StuFF, Student Fringe Festival. They shall create a sub committee to help organise this which includes, but not limited to, Treasurer, External Relations Manager, Front of House Manager, Social Secretary and one of the two Technical positions. The Fringe Coordinator is in charge of organising Freshers' Fringe at the beginning of the academic year.

5.7. External Relations Manager

The External Relations Manager is responsible for managing all Theatre involvement in festivals external to Nottingham, this will primarily involve the Edinburgh Fringe Festival. The External Relations Manager is the first point of contact between the Theatre and the Fringe Office. They shall request and receive the relevant information and make this available to prospective Directors. They shall be responsible for chairing the proposals and casting meetings, for organising audition locations, and contacting venues. They shall organise a Proposals Advice Meeting ahead of the deadline where all members can find out the information for the Fringe.

The External Relations Manager shall provide assistance to all those seeking additional external finance for individual shows, including In-House Season, Fringe and Edinburgh productions, and take a proactive stance in ensuring that these objectives are met. They shall ensure continuity of relations and be the main point of contact with all external sponsors and financial stakeholders. This includes contacting potential external sponsors and applying for any external (not from UoNSU) grants which the Theatre is eligible for, such as grant making bodies including the Arts Council. They shall agree with the President and Treasurer on long term funding goals according to theatre need and work towards achieving them.

The External Relations Manager is also responsible for the organisation of the National Student Drama Festival each year, the main responsibility being finding accommodation for all members of the Theatre who wish to attend.

They must work to make the Theatre a recognised Arts Centre in Nottingham, and making seeing a show at the Theatre an alluring and viable option for all theatre-goers across the city. They must nurture already formed relationships with outside theatres including the Nottingham Playhouse, Lace Market Theatre, Lakeside Arts Centre and the Theatre Royal. They must work on new ways to further these relationships and create marketing opportunities through them. They must look to form new relationships with remaining theatres across Nottingham. They must look to form new relationships with external reviewers. They must ensure publicity material is distributed throughout businesses and public venues across the city, e.g., season flyers and posters in cafes, pubs, restaurants and shops etc. They must work with the Social Secretary to promote the name of the Theatre throughout other Universities, by promoting and publicising theatre swaps.

5.8. Publicity Managers

At the beginning of the year, the two Publicity Managers and President shall meet to decide who has what responsibilities within the role.

Both Publicity Managers must work together to ensure that The In-House Season and Fringe productions are well attended, and that the Theatre is a well-publicised and popular theatre on campus and in Nottingham. Efforts to increase marketing of the theatre as a whole should be made throughout the year. Publicity Managers will work towards maintaining the 'Publicity Pack' either separate or attached to the main 'Productions Pack'.

Weekly duties include: Being in direct contact with Directors, Producers and the Coordinators of the In-House Season and Fringe Season, to aid publicising productions. They shall be responsible for creating all Facebook events for In-House Season and Fringe shows. They shall be responsible for the weekly publicising of all productions via social networking sites (Facebook, Twitter etc.), as well as publicising to the university, and other appropriate organisations and businesses. They must arrange photographers to take production shots of each Season and Fringe play. They must arrange for each In-House Season and Fringe show to be reviewed (by Impact Magazine as well as external reviewers such as LeftLion etc.). They shall be responsible for maintaining a physical archive (to be regularly handed over to Manuscripts and Archives on King's Meadow Campus), and the History Site to include photographs, poster images and programmes of In-House Season and Fringe shows as well as cast and crew information

They must create Season Overview publicity, Season Launch flyers and any other extra events that the Theatre is responsible for, or otherwise coordinate the creation of such publicity. They must ensure publicity material is distributed across all campuses and covering halls, departments and other public spaces. They must work with the External Relations Manager to ensure this material is distributed across the city and liaise with them regarding deals and publicity relationships. They must work to make the Theatre a constant presence on all campuses, and promote the message that all students and staff

are welcome to all shows. They must create relationships with appropriate departments and societies through which to publicise the Theatre, such as the school of English, the school of Business (for producers), Photography Society, Film Making Society, Creative Writing Society etc.

5.9. Social Secretary

The Social Secretary shall be responsible for: the organisation of social events, such as promotion of weekly show after-parties and production fundraisers, and the organisation of a big start-of-year fundraiser (e.g. Scavenger Hunt), the Media Ball (liaising with URN, Impact and NSTV) and the end of year Boat Party.

They must attend budget meetings with the Treasurer and all production teams to set fundraising targets and plan weekly or bi-weekly (shared) fundraisers accordingly, and is then responsible for the organisation, promotion and running of these events.

They must work to ensure cohesion in a social context and the accessibility of the theatre to all students using methods such as the 'Theatre Parents' system.

The Social Secretary shall also be responsible for coordinating and publicising a varied programme of theatre related events, such as technical workshops and new writing scratch nights. They are also responsible for finding a suitable member of the Theatre to run the weekly Drama Club. The Social Secretary shall also be responsible for arranging to see external performances, as well as organising University theatre swaps.

5.10. Theatre Manager

The Theatre Manager is responsible for the running and maintenance of the Theatre as a venue. They shall be the designated Health and Safety officer for the Theatre, which will include organising first aid training for all committee at the start of the academic year and liaising with the UoNSU Health & Safety Officers. They shall organise risk assessments with the UoNSU Health & Safety Officers and productions teams the week before each production.

They are responsible for the backstage committee members. They will be in charge of the Theatre's insurance, making sure a current list of all equipment is kept and updated, and forwarded on to UoNSU. They must be at each get-in to ensure that the building itself is in adequate order for the next show to proceed. They shall be responsible for organising weekly 'Logistics Meeting' with the relevant production and the backstage committee members. They must attend each get in/out meeting. They must carry out health and safety talks with the new cast and crew at the get-in. They must then walk through the building with the next show's Director and Producer ensuring they are happy with the building before they hand them their keys for the week.

They shall be responsible for all hiring of spaces with the theatre building, whether this be by the membership or external companies. They shall have overall authority on fines for production teams that breach the Code of Conduct. They shall ensure that the corridor space is kept tidy.

5.11. Company Stage Manager

The Company Stage Manager shall coordinate and run the get-outs and get-ins for all Theatre productions. If they are unable to attend a get-in, it is their responsibility to appoint a substitute. They along with the Theatre Manager shall ensure the get-outs and get-ins are conducted in a safe manner in accordance with any and all relevant risk assessments and method statements/standard operating procedures.

The Company Stage Manager (along with the theatre manager, workshop managers, and technical manager or company TD) shall attend the 'Logistics meeting' for each production in order to understand the elements of the show. The CSM will also organise get-in/out meetings with the incoming and outgoing teams and the relevant committee members. Based on this meeting the Company Stage Manager will develop a plan for the show's get-In and get-out in cohesion with that show's and the outgoing show's producers.

They shall work with Directors/Producers to organise stage managers for every show. They are also responsible for ensuring that each stage manager is provided with adequate guidance and support for them to fulfil their role. They are also in charge of the maintenance of the stage e.g. ensuring there is black paint to use on the stage.

5.12. Company Technical Director

The Company Technical Director shall be responsible for the safe training of all users of equipment. All training must be recorded. They must hold regular training sessions, with an absolute minimum of one per term. They are also responsible for organising creative workshops for lighting/sound design.

They shall ensure that there is appropriate technical crew to work with each production and that this is arranged in advance. (The technical crew requires a technical director, a lighting designer, a sound designer if required by the production and several operators). They are the first point of contact regarding technical needs or matters within the Theatre. They will oversee and encourage the involvement of new people within the technical side of the Theatre. They shall have overall responsibility for the Technical Department of the Theatre. They are responsible for keeping the Tech box and Tech store in a tidy state. The CTD must ensure that a responsible technical crew member is present at each get in.

5.13. Technical Manager

The Technical Manager shall be responsible for the safe maintenance of all technical equipment. They are responsible for keeping record of all technical equipment that needs PAT testing. They are responsible for the PAT testing of all aforementioned technical equipment, as well as general theatre electrical equipment when it is required, whether undertaken themselves with certified training, or organising the hire of a certified PAT tester. They shall be responsible for keeping PAT testing records and submitting them to the UoNSU Health & Safety Officers upon request. They shall oversee the hire or loan of equipment to and from the theatre. They shall be responsible for the safe training of all users of this equipment alongside the Technical Director. They shall be responsible for restocking the basic necessary technical goods. They shall help where required with the training of members.

They will have overall responsibility for the maintenance of the Theatre's IT systems. They shall be in charge of maintaining all of the Theatre's online sites, including, but not limited to, the main website, ticketing site and members site.

5.14. Workshop Managers

At the beginning of the year, the two Workshop Managers and either the Theatre Manager or President shall meet to decide who has what responsibilities within the role.

The Workshop Managers must ensure that the workshop is a safe and tidy area to work in and that all members are fully trained before using any equipment within it. They must ensure the upkeep and maintenance of all equipment in the workshop and certify that all equipment is safe to use. They must supervise the disposal of all items of set and must verify that it complies with council requirements. They must provide comprehensive advice to the following week's production on how to construct the set in a quick and safe manner.

The Workshop Managers are responsible for organising at least one training day per term to teach members to be safe in the workshop and must keep record of the appropriate paperwork. The Workshop Manager must enforce the rule that the production team of each week's show must clean and tidy the workshop on Thursdays so that next week's show can begin construction.

They are in charge of ensuring any production wishing to have a set designer on board has one. They shall be the main point of information on set building for the Theatre. They will organise a termly workshop to teach others about the basic principles of set design. They will need to be aware of what materials are available in the workshop. They shall ensure that set designs for each production are made in advance and shall work with the Company Stage Manager in advising set designers about staging requirements.

5.15. Costume, Props and Make-Up Manager

The Costume, Props and Make-Up Manager shall be a point of contact for directors and producers for the organisation of costume, props and make-up assistants/artists for each production if required, including recruitment of all interested members. They are also responsible for the recruiting of and allocation of design assistants to production teams (where applicable).

They shall organise the provision of props and costume for each production with the Director/Producer. They shall be responsible for the issue and return of props and costume, all of which should be signed out by the Director/Producer of each show as and when required. They shall keep a record of all items loaned to other groups within UoNSU, and maintain and regularly update the costume and props catalogue and organise the costumes and props accordingly.

They shall ensure that the costume cupboard is consistently in a tidy and proper condition. Where possible, they will liaise with external companies or theatres regarding costume hire, and organise workshops for the education and enjoyment of members relating to costume, props and/or make-up.

5.16. GENERAL DUTIES OF ALL COMMITTEE MEMBERS

All committee members are expected/required to:

- 5.17.** Attend weekly Committee Meetings and must send proper apologies for absence in advance to the Secretary.
- 5.18.** Return to Nottingham one week prior to the beginning of the academic year to ensure the Theatre (including the building maintenance itself and preparation of all departments) is ready for the commencing year, where possible.
- 5.19.** Assist in the the Theatre's publicity efforts, including promotion of each show, performing tours for visitors and taking shifts any UoNSU fairs.
- 5.20.** Give a full written handover to their successor.
- 5.21.** Clean, maintain and tidy all spaces within the Theatre when necessary.
- 5.22.** Attend the first Productions Meeting of each season if they have announcements or guidelines relevant to production teams.
- 5.23.** Inform the Front of House Manager of their availability to complete Front of House shifts and subsequently complete the shifts they are assigned.
- 5.24.** Be a part of the 'STUFF' sub-committee if the External Relations Coordinator deems their role to be a necessary part of the team.
- 5.25.** A committee member is deemed to have resigned with immediate effect following an unexplained absence from committee activity of three weeks or longer.

6. MEETINGS

- 6.1.** There shall be at least two General Meetings of the Theatre each year, no later than the fourth Friday of each semester.
- 6.2.** The Committee shall announce a General Meeting each term at which the programme for the term is to be announced. There shall be at least one general meeting for each season (including In-House, Fringe and Edinburgh shows).
- 6.3.** There shall be at least 5 Students' Union days notice before Season Launch or elections date is called.

7. ELECTIONS

- 7.1.** All committee members shall be elected at either the Annual General Meeting (AGM) or an Extraordinary General Meeting (EGM)
- 7.2.** Voting shall be by single transferable vote and secret ballot.
- 7.3.** Only fully paid members of the Theatre and full members of UoNSU are eligible to run or vote in elections.
- 7.4.** In order for voting to be quorate, a minimum of 10% of the membership or 30 members, whichever is fewer, must be present.
- 7.5.** A committee member is deemed to have resigned with immediate effect following a motion of 'No Confidence' being carried by a two thirds majority vote by the members or by other Committee members. At least two thirds of the committee members must be present for such a vote to occur.
- 7.6.** If committee member resigns during the course of their term, nominations should open within fourteen days to fill the position and a by-election held as soon as possible.
- 7.7.** The committee can appoint an Interim Committee Member whilst this process takes place if necessary. This person should be one who is not running for the open position.

8. FINANCE

- 8.1.** The Company shall submit an application for a grant to UoNSU as requested and shall also be financed by a combination of income from the Company's productions and other fundraising.
- 8.2.** All monies shall be used to promote the Theatre's activities.
- 8.3.** All monies shall be held at the UoNSU finance department.

9. SUPPORTING DOCUMENTATION

- 9.1.** There shall be a maintained policy document which details procedures including, but not limited to, proposals, logistics meetings and get-in/out meetings.
- 9.2.** There shall be a Health and Safety Policy, drawn up by the UoNSU Health and Safety Officers and the Theatre Manager which every member of the Theatre must follow.
- 9.3.** These documents shall be accessible to the membership upon request.
- 9.4.** These document shall be reviewed yearly by the Committee.

10. CONSTITUTION

- 10.1.** This Constitution may be amended by a two-thirds majority of the committee and a simple majority of those present and voting at a General Meeting of the Theatre, where there are 30 members or 10% of the membership, whichever is lower.
- 10.2.** The Constitution must be reviewed yearly by the Committee, with any changes being made in time for the elections.