



PantoSoc

Constitution

1. NAME

- a. The name of the Society shall be the University of Bristol Pantomime Society (Panto-Soc).
- b. The Society shall be affiliated to the University of Bristol Union.

2. AIMS

- a. Fun!
- b. To put on pantomimes annually.
- c. Panto workshops, pantos in a day, pantomimes on a small scale (e.g. for charities and schools).
- d. Anyone who auditions is guaranteed a part.
- e. To get as many people as possible involved in all areas of panto production incl. on stage, directing, writing and producing.
- f. Provide new platform for innovative, devised work.
- g. Organised PantoSoc trips to see other pantos.
- h. The society shall aim always to abide by the Union's Equal Opportunities and Harassment Policies.

3. MEMBERSHIP

- a. Full membership is open to all ordinary members of the Union by application in writing to the Secretary of the Society.
- b. Associate membership is open to all other persons who are interested in the aims and objectives of the Society.
- c. Not less than two-thirds of the Society members shall be members of the Union.
- d. The President shall keep a list of all members, differentiating between full and associate members.

- 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 Societies Executive.

4. PRIVILEGES OF MEMBERSHIP

- a. Only full members may sit on the committee.
- b. All categories of membership shall have equal rights of voting, attending meetings (including committee meetings) etc.

5. COMMITTEE

- a. There shall be a committee of the society which shall be the executive decision making body of the society.
- b. The President of the Committee shall be a full member 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 General Union Functions.
- d. The committee shall meet at least once every four weeks, with the date and time to be set at the end of the previous meeting.
- e. Quoracy for committee meetings shall be set at 50% of the post filled positions plus one.
- f. If any committee member misses three consecutive meetings without apologies, they may be voted off committee by members of committee.
 - i. If the position vacancy is that of the President or Treasurer or the committee considers that the position cannot be left unfilled, then the responsibilities of this position can be temporarily assigned to a volunteer or a committee member assigned by the president.
 - ii. In the case of temporary assignment and unless occurring shortly before an AGM, an EGM must be called within four weeks to permanently fill the vacancy.
- g. Committee will be composed of:
 - i. **President.** The President shall be responsible for ensuring that meetings are chaired. The President shall be responsible for keeping the society mailing lists up-to-date and shall keep a list of all members. The President shall be responsible for liaison between the society and other bodies and has ultimate responsibility for the running and continued success of the society. The President shall also be responsible for the keeping and maintenance of the Panto archives in digital and physical copies.
 - ii. **Vice President.** The Vice President shall act as deputy to the President and should be prepared to stand in for the President at short notice, should the need arise. The Vice President is responsible for the day to day running of the society as delegated by the committee.

- iii. **Secretary.** The Secretary shall be responsible for all general paperwork of the society, excluding that covered by other society officers and including the production of minutes of society general meetings and Committee meetings.
 - iv. **Treasurer.** The Treasurer shall be in charge of all society monies in accordance with the constitution of the society and the current instruction to society treasurers by the Union. The Treasurer will provide the committee with regular reports on the societies accounts (at least once per term).
 - v. **Publicity Officer.** The Publicity Officer shall be responsible for all society publicity, both internally and externally, including advertising general meetings, keeping the society web-site up to date and is jointly responsible with the current Producer for show publicity. The Publicity Officer is jointly responsible with the President for press relations and ensuring that new members are informed about the working of the society and have access to the constitution when they join.
 - vi. **Social Secretary.** The Social Secretary shall be responsible for organising social events throughout the year.
 - vii. **Stores Rep.** The Stores Rep is responsible for the organisation, maintenance and adequate provisioning of any costume and prop stores available to the society and to ensure that access to stores is available during shows. The Stores Rep is responsible for communicating with other societies to provide them with resources where needed and for the organisation of ingoing and outgoing lends.
 - viii. **Tech Officer.** The Tech Officer is jointly responsible, with their counterpart in ImprovSoc, for the Panto/Improv Tech Kit: to ensure that it is kept in working order, and that it is available to PantoSoc when required for major non-STA crewed shows, and for other shows or events provided it is not needed by ImprovSoc. The Technical Officer is also by default responsible for setting up the Tech Kit for shows, and liaising with the Stage Technicians' Association and Union Technical Manager on issues of technical theatre.
 - ix. **Non-Portfolio Officer, a.k.a Biscuit Rep.** The Non-Portfolio Officer has no specific individual responsibilities, but is encouraged to bring biscuits to committee meetings.
- h. In addition to the individual responsibilities of committee members, any committee member will perform any task delegated by the committee.

6. HONORARY POSITIONS

- a. Honorary officers are non-committee officers that represent the society. These positions are society positions that are nominated and voted for identically to committee positions, but do not confer any committee rights or responsibilities.
- b. These positions may include, but are not restricted to: jelly baby rep, veteran pantoman/pantowoman and foreign correspondent.
- c. The number of honorary positions is limited to six.

7. FINANCIAL

- a. The Treasurer of the society shall be a full member of the Union and not in their final year at the University.
- b. The accounts of the Society shall be audited by a member of University Staff and submitted to the Union Treasurer (Secretary to Student Activities Committee) as and when requested and at least once per annum.
- c. All financial arrangements must be made in accordance with current instructions to Society Treasurers, as set down by Student Activities Committee.

8. GENERAL MEETINGS

- a. There shall be an Annual General Meeting once per annum, and this shall be in week 7 of the 2nd term.
- b. Notices of such meetings must be published on the Societies notice board and sent by email at least seven days beforehand, together with the Agenda.
- c. Quorum of such meetings shall be set at twice the committee size plus one.
- d. There shall be a handover meeting within two weeks of an AGM, at which the incoming committee is given hardcopies of the constitution and the outgoing committee impart any advice or warnings gained from their year in office.
- e. An Emergency General Meeting may be called by 5% of the membership of the Society by application to the Secretary. An EGM shall be called as specified on the application, but at least 7 days notice shall be given.

9. PROPOSALS

- a. At initial proposals meeting, proposal Director/Writer must have a vague ideas of set design and budget.
- b. Producer, Musical Director, Stage Manager etc. not vital at proposal stage
- c. Producer, Director and Musical Director for Christmas Panto must be found by week 9 of summer term when budget is proposed. These appointments are subject to the approval of the committee.
- d. If an unoriginal scripted pantomime, complete text must be provided. If an original scripted work, then a synopsis and either a sample scene of the current or previous work must be provided. These must be read by at least three committee members.
- e. Discussion of proposal will take place at least two days afterwards.
- f. Proposals meeting for Christmas panto in the first three weeks of the 3rd term.

10. ELECTIONS

- a. Elections shall be held at the Annual General Meeting to elect officers of the committee and honorary representatives for the following session.
- b. Nominations for committee posts must be received before the start of proceedings.
- c. Voting by blind vote. In the case of a tie, outgoing committee members present hold a second vote. If this is still a tie, the outgoing president has casting vote.
- d. If there are committee posts not filled during an AGM, then immediate renominations can be opened, followed by a second round of voting. If posts are still not filled, there shall be provision for by-elections to be held at an EGM in October.
- e. In all election positions, candidate must run against a can of Spam. Successful Spam campaigns will lead a re-opening of elections, as outlined in 10.d above.

11. SHOWS

- a. The production team for a show must include at least a Producer and a Director.
- b. The production team for a show may take decisions autonomously from the committee, but is ultimately responsible to the committee. The Producer must therefore report back to the committee on the shows' progress at least once every two weeks during the rehearsal period.
- c. In the event that a production team contravenes this constitution or if there is evidence that a show is in danger of failing, the committee is empowered to take appropriate measures to resolve the situation. In extreme cases, this may involve replacing part or all of the production team.

12. AFFILIATIONS

- 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's Student Activities Committee.

13. 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 Student Council.