

THE CONSTITUTION  
OF  
THE NATIONAL UNIVERSITY THEATRE SOCIETY  
As at 1 April 2026

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**ACKNOWLEDGEMENT OF COUNTRY**

The National University Theatre Society meets and performs on the country of the Ngunnawal and Ngambri peoples, and recognises them as the traditional custodians of this land. NUTS acknowledges that sovereignty was never ceded, and stands with Australian First Nations People in their continued struggle for rights and recognition. They told the first stories on this land.

**1. NAME**

- 1.1 The official name of the Society to which this Constitution applies is “The National University Theatre Society”.

**2. INTERPRETATION**

- 2.1 In this Constitution, unless contrary intention appears:

- **Academic day** means a 24-hour period during any day or days that do not fall on a weekend or public holiday, and that fall during a Teaching Period of the

Academic Colleges;

- **ANUSA** means the Australian National University Students' Association Inc.;
- **Society** means The National University Theatre Society;
- **Executive** means the Executive Committee of the Society;
- **Meeting of the Executive** means a meeting of the persons described in sections 6(1) and 6(4) in accordance with section 6(8);
- **General Meeting** means an Ordinary General Meeting (OGM), Special General Meeting (SGM), or Annual General Meeting (AGM) of the Society;
- **Member** means any student or associate member of the Society;
- **University** means the Australian National University.
- **Teaching Period** means any of the major teaching semesters at the ANU (i.e. not including Summer, Autumn, Winter or Spring sessions)

2.2 Any interpretation of this constitution or the resolution of any dispute under it may be appealed to the ANUSA Clubs Officer. The decision of the ANUSA Clubs Officer may be appealed by the means set out in the constitution and regulations of ANUSA.

### **3. AFFILIATION**

3.1 The Club is affiliated to the ANU Students' Association and anything in this Constitution which is inconsistent with the ANU Students' Association Clubs Regulations and Policies is null and void to the extent of that inconsistency.

3.2 The Club must fulfil its obligations under the Association's Clubs Regulations and Policies.

### **4. AIMS AND OBJECTIVES**

4.1 The aims and objectives of the Society are to:

- a. Facilitate the production of quality shows;
- b. Provide members with varying experience with the opportunity to engage with theatre through performances and workshops;
- c. As a charitable organisation, advance education and culture at the Australian National University, and in the broader Canberra Arts community;
- d. Provide members with the opportunity to gain valuable foundational theatre skills, including in the areas of production management and performance
- e. Promote diversity and inclusivity within our spaces and performances.

### **5. VALUES AND PRINCIPLES**

5.1 The members of the Society must conduct themselves in line with the Society's official values and principles, as defined in 5.2 and 5.3

5.2 The values of the Society are as follows:

- a. Creativity
- b. Respect
- c. Inclusivity
- d. Accountability

5.3 The principles of the Society are as follows:

- a. In NUTS spaces, you must be aware of your privilege and step back to create opportunities for marginalised people to lead. In doing so, be conscious that marginalisation and privilege come in many dimensions and will interact in distinct ways. Each experience and story shared within our community is as valid as the other, and must be respected as such.
- b. Be accountable for your actions and learning. While it is NUTS' role to provide opportunities to develop technical and performance skills, you must take responsibility for your actions when mistakes are made, and ensure you use it as an opportunity to learn so that similar mistakes are not made in the future. Be open and active about your learning - it is no one's responsibility but yours. As part of that process, every member of the NUTS community must take deliberate steps to problematise and dismantle the perspectives conveyed in texts which are pitched, rehearsed, or performed by NUTS.
- c. When interacting with others in the NUTS community, we should always be guided by the principle of respect. That involves respecting the experiences of others in the community and their right to tell their own story. These stories will be represented through a diverse body of casts, crews, and playwrights. All members of the community should feel comfortable that, unless explicit consent is given, what is said in confidence will remain in confidence. That is particularly important in the context of creating theatre, because doing so can be a highly vulnerable process.
- d. Acting in accordance with the principle of respect extends to respecting the physical boundaries of those around you. All members of the NUTS community will feel confident that they will never be touched without their consent, be it in a performance, rehearsal room, or in casual interactions with other members of the community. We must all seek consent and act in accordance with the boundaries set by others.

5.4 These principles apply equally to every member of the NUTS community, including the Executive, crews, casts, and general members. Just as these principles apply equally, the contribution and dedication of every member of the NUTS community is equally valuable. We recognise everyone else's contribution accordingly and generously.

- a. While these principles are intended to apply to all, they are written in recognition of existing power structures that continue to perpetuate marginalisation based on race, gender, sexuality, disability, and other dimensions.

## **6. MEMBERSHIP**

- 6.1 Full membership is open to all currently enrolled ANU students.
- 6.2 Associate membership is open to all other persons, subject to approval by the Executive, who have paid the relevant subscription fee.
- 6.3 The subscription fee for full membership is determined by the Executive, but may not be greater than \$10 (excluding processing fees) for members of ANUSA, unless the Club applies for an exemption from the ANUSA Clubs Officer.
- 6.4 Membership is valid for the calendar year in which the subscription fee was paid.
- 6.5 Members have voting powers at all meetings of the club.
- 6.6 The Executive has an obligation to ensure that a majority of all members, at all times, are currently enrolled students of ANU
- 6.7 A roll recording the name and membership number of all Club members, and the student number of all full members, is to be held and kept up to date by the Executive.

## **7. THE EXECUTIVE**

- 7.1 The Society's permanent Executive consists of at least five (5) members, who may include:

- a. The Artistic Director; and
- b. The Treasurer; and
- c. The Secretary; and
- d. The Head of Stagecraft; and
- e. The Head of Publicity; and
- f. The Head of Membership Engagement; and
- g. The Equity Officer
- h. The First Year Representative

- 7.2 The duties of the Society's permanent Executive members, respectively, are prescribed below.

- 7.2.1. The Artistic Director is responsible for:

- a. coordinating the overall vision for NUTS in the given year;
- b. coordinating the Executive as a whole and ensuring committee members are fulfilling their prescribed duties;
- c. coordinating applications for directing NUTS shows;
- d. coordinating front of house for each of the Society's productions;

- e. communicating with directors about their approach to directing;
- f. attending periodical rehearsals of each production to ensure that productions are on track;
- g. liaising with other theatrical groups on and off campus in order to maintain NUTS relationship with these groups; and
- h. the general welfare of NUTS members;
- i. Critically reviewing plays that are proposed for productions to ensure they promote the aims and objectives of the society as outlined in 4.1

7.2.2 The Treasurer is responsible for:

- a. creating a financial plan for the relevant year;
- b. approving budgets for each production;
- c. liaising frequently with producers to ensure adequate budgeting;
- d. Securing funding for the Society;
- e. maintaining records of ticket sales;
- f. paying invoices and reimbursements;

7.2.3 . The Secretary is responsible for:

- a. liaising with organisations holding the rights to plays that the Society is producing;
- b. managing theatre bookings;
- c. cooperating with the Head of Membership Engagement to ensure that members of the Society are informed about its goings-on;
- d. responding to emails;
- e. coordinating general meetings;
- f. coordinating Meetings of the Executive and pertinent agendas;
- g. assisting the treasurer to find alternative sources of revenue for the Society; and
- h. acting as the Returning Officer during the election of the new Executive at an AGM unless they are contesting the election, in which case, they will appoint a Returning Officer.

7.2.4 The Head of Stagecraft is responsible for:

- a. assisting directors with set design and construction;
- b. Approving backstage crew for productions (including stage managers and lighting and sound operators);
- c. assisting directors in sourcing costumes and props; and
- d. administering the costume cupboard in collaboration with the other theatre societies

7.2.5 The Head of Publicity is responsible for:

- a. managing the social media, and otherwise online, presence of the Society in cooperation with the Head of Membership Engagement
- b. coordinating the marketing campaigns for the Society's productions;
- c. assisting the Secretary in ensuring that the members of the Society are informed about its goings-on; and
- d. assisting the Treasurer and Secretary, where applicable, with regards to finding alternative sources of revenue for the Society.

7.2.6 The Head of Membership Engagement is responsible for:

- a. overseeing the creations of events for members to ensure that members are included year round outside the realm of productions;
- b. communicating with other societies and external parties about events and opportunities;
- c. Working with the secretary and head of publicity to ensure that members of the Society are kept informed with its goings on;
- d. Working with the equity officer to increase diversity and inclusivity within the society, including ensuring productions and events are conducted in line with these principles.
- e. Ensuring that members are given the opportunity to provide feedback on the Society's goings-on and communicating this feedback to the Executive.

7.2.7 The Equity Officer is responsible for

- a. Working with the executive to increase diversity and inclusivity within the society in accordance with objectives (s4) and values in (s5), including ensuring productions and events are conducted in line with these principles
- b. Chairing and conducting mediation between parties in consultation with the Executive;
- c. providing recommendations to the Executive on how proceed regarding relevant matters;
- d. Ensuring that NUTS ticketing does not financially disadvantage specific groups, and an equitable alternative is provided
- e. Ensuring that conflicts of interest are disclosed where they may interfere in the production process
- f. Working with the head of membership engagement to ensure members are able to give feedback that is acted upon by the exec, and
- g. the Equity Officer will receive Mental Health First Aid training at the

Society's expense.

- 7.2.8 The First Year Representative is responsible for
- a. Working as a general representative of the society to promote the values outlines in s4
  - b. Encouraging first year students and those who have not participated in ANU theatre to become involved
  - c. Collecting feedback from new students on what they would like to see in student theatre
  - d. Helping as FoH for the shows, on market day stalls, and at events run by the society
  - e. The first year representative must be in their first year of study at ANU, and
  - f. Is to be elected at the first OGM of the year

7.3 The Executive may include such other members as the permanent Executive of the Society from time to time determines.

7.3.1 These appointments are to be confirmed at the next General Meeting of the Society.

7.4 The Executive are to ensure that at least one member of each production is first-aid qualified.

7.4.1. This does not affect members' ability to nominate for a position on the production , it is a requirement that they must satisfy after selection.

7.4.2. The first-aid qualified member must be one of the following:

- a. Director,
- b.Producer,
- c. Head of Production,
- d. Actor.

7.4.3 If no member of the production team is first-aid qualified, the associated financial cost of the training must be drawn from the Society's funds.

7.5 All members of the Executive must be either full or associate members of the Society.

7.6 Executive members are not allowed to direct as a part of their current NUTS season.

## 7.7 The Election of the executive

7.7.1 The Executive is to be elected at each Annual General Meeting by a vote involving the members of the Society.

7.7.2 The Executive has the prerogative to fill any vacancy in the Executive that may occur between Annual General Meetings

## 7.8 Meetings of the executive

7.8.1 A meeting of the Executive is to be held at least twice during every Teaching Period of the Academic year, when and where the Executive sees fit.

7.8.2 The quorum for a Meeting of the Executive is the next whole number above half the number of members of the Executive.

7.9 Contravention of section 7.8 requires that a statement of reasons for contravention and executive communications made in lieu of the meeting be provided to members at the next General Meeting.

7.10 If a member of the Executive fails to attend three (3) consecutive Meetings of the Executive without adequate notice and/or reason, that member of the Executive is deemed to have forfeited their position.

- 7.10.1. For this provision to take effect, the Secretary must:
- a. have notified the relevant member of the Executive;
  - b. within 24 hours of the close of the second such Meeting of the Executive.

7.11 The Executive has the power to do all things it believes to be in the best interests of the Society subject to the provisions of this Constitution and the ANUSA Clubs Regulations and Policies.

7.12 Individual members of the Executive are bound by a resolution of a quorate Executive meeting to the extent that the resolution directly relates to their activities as a member of the Executive.

## **8. GENERAL MEETINGS**

8.1 An Annual General Meeting (AGM) is to be held at least once each year, not more than 14 months after the previous AGM, and no less than 1 week before the end of the last Teaching Period of the Academic year. At the AGM the Executive must:

- 8.1.1 Hold an election for the executive for the upcoming year
- 8.1.2 Each give an Annual Report

- 8.1.3 Provide statements of the year's income and expenditure; and
- 8.1.4 Present a current balance sheet

8.2 A General Meeting may be convened no more than once during each Teaching Period of the Academic year at the discretion of the Executive.

8.3 An Ordinary General Meeting (OGM) is to be held at least once per year, not more than 14 months after the previous OGM, and no less than 1 week before the end of the second Teaching Period of the Academic year.

8.3.1 The purpose of an OGM is to:

- a. confirm, if necessary, the permanent Executive's appointment of another member of the Executive; and
- b. allow the Executive to present: a mid-year report, a statement of income and expenditure; and a current balance sheet.

8.4 A Special General Meeting must be called by the Executive within ten (10) academic days of being presented with a petition signed by ten (10) members setting out the purpose for which such a meeting is requested.

8.5 Notice of a General Meeting must be given to members at least ten (10) days prior to the General Meeting.

8.6 The agenda to a General Meeting must be given to members at least five (5) days prior to the General Meeting.

8.7 Removal of an Incumbent Executive Member

8.7.1 A resolution of a quorate General Meeting removing an Executive member from office will be successful if passed by a two-thirds majority.

8.7.2 Notice of any such resolution must be given to members at least 10 calendar days prior to the General Meeting.

8.8 The quorum for a General Meeting is ten (10) members.

8.9 Decisions of a General Meeting are by a simple majority of full members present in person who cast a vote.

8.10 The Artistic Director of the Society must, where possible, Chair, or appoint another Society member to Chair, a General Meeting.

8.11 Where this is not done, those full members present must elect a Society member to Chair.

8.12 The Chair is to conduct the General Meeting in accordance with the ANUSA Standing Orders Regulations.

8.13 The Chair has a deliberative and casting vote

8.14 Any resolution of a quorate General Meeting binds all members of the Executive to the extent that the resolution directly relates to their activities as a member of the Executive.

## **9. FINANCE**

9.1 The assets and income of the Society shall be used only for the promotion of its objectives and no portion may be paid or transferred directly or indirectly to members except as:

9.1.1. bona-fide remuneration for services rendered by the members to the Society;

9.1.2 repayment of expenses incurred on behalf of the Society;

9.1.3 interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the society's bankers for money lent to the society; and

9.1.4 bona-fide rent for premises let to the Society.

9.2 The club's bank account must:

9.2.1 be only for the use of the NUTS;

9.2.2 be registered under the club's name;

9.2.3 the address for the bank account must be ANUSA's address;

9.2.4 be a two-to-sign or similar account;

9.2.5 have exactly three club executive members (trustees) authorised to operate the account.

9.3 The Trustees of the Society are the Artistic Director, Treasurer, and Secretary.

9.4 The Trustees have a duty to ensure that Society's funds are being used in the best interests of the Society, which is to be viewed from the perspective of the Society as an independent entity, and not from the perspective of members.

## **10. GRIEVANCE PROCEDURE**

10.1 There shall be a grievance procedure detailing the executive's response to reports made regarding issues within the society

10.1.1 This procedure should be made clear to society members as they become involved

- 10.2 All members and participants in NUTS shows, are able to lodge a report to the executive if they have a grievance with any of the operations of the society, or its members
- 10.3 It will be the responsibility of the Equity officer to communicate with aggrieved parties, and to discuss appropriate action with the Artistic Director
- 10.4. NUTS may take relevant action in response to these reports to ensure the wellbeing and safety of the community
- 10.4.1 In cases where all other steps have been taken and the process escalated, NUTS may suspend a person's membership in the society for a time, barring them from shows
- 10.4.2 Suspension may only be actioned if approved by a two – thirds majority at a general meeting or by unanimous vote at an Executive meeting
- 10.5 If an individual feels as though they have been treated unfairly in this process, they may write to the executive within 14 days to reassess
- 10.6. Assessing suspension may involve discussions with ANUSA

## **11. POLICIES**

- 11.1 Subject to this Constitution, the Executive may – by a simple majority at a Meeting of the Executive – make/amend Society policies as would assist the convenient conduct of the Society's business.
- 11.2 Policies must be made available to members.
- 11.3 Society policies may also be made/amended/repealed by a resolution passed at a quorate General Meeting.

## **12. DISSOLUTION OF THE SOCIETY**

- 12.1 The Society may be dissolved:
- 12.1.1 by a resolution of a quorate General Meeting passed by a two-thirds majority of current members present and voting;
- 12.1.2 when the Society ceases to operate due to no members being elected to the trustee positions;
- 12.1.3 ceasing to function through natural attrition
- 12.2 On dissolution, disaffiliation or failure to re-affiliate by the end of the first teaching period, any net assets, property, funds or money shall not be distributed among the members but

shall become the property of ANU Students Association and be given or transferred to the ANU Students' Association; except for funds sourced by means other than grants from ANUSA in the current and previous calendar year. Such other funds must be donated to a not-for-profit association with objects similar to those of the club, or to ANUSA.

### **13. AMENDING THE CONSTITUTION**

13.1 Upon amending this constitution, the Club must give an updated copy of the Constitution to ANUSA.

13.2 This Constitution may be amended by a resolution carried by a two-thirds majority of full members present and voting at a General Meeting.

13.3 Notice of proposed amendments must be given to members at least 5 calendar days prior to the General Meeting.