

The ‘Cambridge University Musical Theatre Society’ (CUMTS) Constitution

Prepared by: The CUMTS Committee 2025-26

President: Ava Fitzhugh

Committee: Joe Davies, Evie Turner, Marcus Ng, Eoin Jenkins, Jaeyen Lian, Damilola Ogunlana, Noah Hammond, Jacob Coughlan, Eden Wolfe-Naughton, Edgar Harding

July 2025

Contents

1 PART I - THE SOCIETY 2

1.1 Name of the Society	2
1.2 Purpose and Objective.....	2
1.3 Membership.....	2
1.4 Rights	4
1.5 Debarment and Disciplinary Procedure	4

2 PART II - RUNNING OF THE SOCIETY 5

• 2.1 General Meetings.....	5
• 2.2 Constitution.....	6
• 2.3 Dissolution.....	6
• 2.4 Committee	7
• 2.5 Election	8
• 2.6 Officers	9
• 2.7 Finances.....	12

•

• 3 PART III - PRODUCTIONS 12

• 3.1 Productions	12
-------------------------	----

- 3.2 Welfare 15
- 3.3 CUMTS Gala and 24 Hour Musical 15
- 3.4 Bar Nights 16
- 4 PART IV - INTERPRETATION 17

1 PART I - THE SOCIETY

1.1 Name of the Society

The Society shall be called “The Cambridge University Musical Theatre Society”, hereinafter referred to as “the Society” or “CUMTS”.

1.2 Purpose and Objective

Cambridge University Musical Theatre Society exists to enable high quality musical theatre to be staged in Cambridge and to allow its members opportunities to hone their skills, as performers, musicians, writers, or members of the technical or production teams.

1.3 Membership

1. Membership of the Society shall be open to all members of the University of Cambridge, and Anglia-Ruskin University
0. The Society shall not refuse requests for membership on grounds of race, sex, gender, sexual orientation, religion or political views.
0. There shall be the following classes of membership to the Society: Ordinary, Associate and Special.
 0. Ordinary
 1. Ordinary members shall be drawn from the members, senior or junior, resident within the precincts of the University, of Cambridge University, all of its Colleges, or the members of Anglia Ruskin University.
 - b. In all cases, advice pertaining to Child Protection guidelines should be sought when enrolling members under the age of 18.

- b. A person eligible for Ordinary membership, on payment of life-subscription whose amount shall be determined by the Committee and may be varied according to the circumstances shall be an Ordinary member while eligible for Ordinary membership, as detailed under section 1.3-4 (a).
 - b. Ordinary members may participate in any aspect of a CUMTS production.
- 0. Associate
 - 1. Upon ceasing to be eligible for Ordinary membership under section 1.3-4 (a) an Ordinary Member shall automatically become an Associate Member with rights to attend Society functions and to speak at the Annual General Meeting or any Extra-Ordinary General Meeting, but not to vote or to stand for election for the Committee.
 - 2. Associate Members may only participate in Technical aspects of the production in an advisory capacity.
- 0. Special
 - 1. On the recommendation of a member of The Society, the Committee may elect to Special Membership associate members or a person not eligible under rule 1.3-4 (a) for Ordinary membership.
 - 2. The rights and duration of the special membership shall be decided by the incumbent committee.
- 0. The Society Committee may expel any member whose conduct seems likely to bring the Society into disrepute as outlined in 1.5. Any person expelled shall have the right of appeal to the Senior Treasurer.

1.4 Rights

- 1. The members of the Society shall have the following rights:
 - 1. Ordinary members will have the right to stand for election to the Committee.
 - 1. Ordinary members will have the right to speak and vote at General Meetings.

1. Associate Members will have the right to speak but not vote at General Meetings.
1. Special Members will have rights as per 1.3-6(b).

0. Any or all of the above rights may be suspended by the Committee in particular cases where there are sums owing to the Society by a member until such times as the debts are cleared.

1.5 Debarment and Disciplinary Procedure

The Committee shall have power on good cause and in line with conditions under Section 1.3-5 to debar any person from current and future membership of the Society, or to refuse to accept the subscription of any person.

The Committee has the right to expel or suspend any member whose actions are felt to be such as to bring CUMTS into disrepute or to adversely affect the running of the Society in any major way. This expulsion or suspension can only be effected by a majority vote of the Society Committee members, excluding the Senior Treasurer.

In the event of an expulsion, the excluded member is required to return all equipment, documents and finances belonging to the Society within 7 days, and they will not be entitled to any full or partial refund of their Membership Subscription fee.

If the excluded or suspended member wishes to appeal the decision, this appeal should be made to the Senior Treasurer, who will consider all facts and will have a final decision. An appeal as to the process of exclusion, but not a further investigation into the facts underlying the exclusion, can be lodged with the Junior Proctor.

2 PART II - RUNNING OF THE SOCIETY

1. General Meetings

1. There shall be an Annual General Meeting (AGM) of the Society every Academical Year by the end of the second week of Full Easter Term and such other General Meetings as are required.

0. An Extra-Ordinary General Meeting (EGM) may be held at any time during Full Term in Cambridge, and can be called by the Committee or at the written request of one of at least 10 members. This shall have the same power as an AGM, but 21 days written notice should be given to members before an EGM is held

0. Notice of all General Meetings shall be given via the Society's Information Email List not less than two week before the date of the Meeting.

0. All Members, other than certain Special Members depending on their allocated rights as under 1.3-6(b), and members with rights removed under 1.4, shall be entitled to attend and speak at any General Meeting

0. All Ordinary Members, aside from those with rights removed under 1.4, shall be entitled to vote at any General Meeting. All voting shall be by secret ballot and if more than two candidates or options are present on a motion, then voting shall be by Single Transferable Vote.

0. General Meetings will not be held outside of Full Term.

0. The quorum shall be 8 Ordinary Members, not including the Committee, and a written record of the number of individuals present and a record of topics discussed shall be kept.

0. The meeting shall be chaired by the President, or a suitable replacement from the Committee in his/her absence.

0. All motions shall be passed according to a majority vote; the President shall have the casting vote where one is required.

2.2 Constitution

1. Every Member of the Society shall be able to access a copy of this Constitution, along with the Society Handbook, on the Society website.
2. The Constitution shall be reviewed by the Committee within each Committee year and altered if necessary in the manner laid down herein.
3. Any member of the Society may propose alteration to the Constitution by giving notice to the Secretary, duly signed and with the full text of the proposal, countersigned by 2 ordinary members. Details of the proposal shall then be made available to members of the Society for a period of not less than one week, circulated via the info lists.

4. If no objection has been received to the proposal in writing, with a reason, by the Secretary, from an Ordinary Member of the Society, after one week, counted in Full Term, the proposal shall take immediate effect.
5. If an objection is received (fulfilling the conditions set out in section 2.2.4) then the proposal shall be discussed and voted on at an Extra-ordinary General Meeting or the Annual General Meeting, arranged in accordance with section 2.1. The proposed alteration may then be adopted accordingly if there is a majority vote in favour, with the President having the casting vote.
6. No amendment to this Constitution intended to remove the position of Senior Treasurer, to alter their prerogatives and duties, or to change the criteria and procedure for the appointment of a Senior Treasurer can be. Put to vote without the prior written agreement of the Junior Proctor of the University of Cambridge

2.3 Dissolution

1. The society may be dissolved by the consent of three-quarters of the members at the Annual General Meeting, or at an Extra-Ordinary General Meeting called specifically for this purpose, provided at least twenty-one days written notice of the intention to dissolve the society has been given to members
0. Upon Dissolution, Society Funds will be donated to a charity decided by the Incumbent Committee, and all properties of the Society should be distributed or donated as the committee see fit

2.4 Committee

1. The day-to-day management of the Society's affairs shall be managed by the CUMTS Committee, which shall consist of 11 Ordinary Members so meaning they shall all be full- or part-time undergraduate or postgraduate students of the University of Cambridge or Anglia-Ruskin University. The method of election of the Committee is defined in section 2.2, 2.4 and 2.5.
2. Meetings of the Committee shall be convened by the President or Secretary as arranged at the previous meeting, or exceptionally, at the request of the Senior Treasurer or of any two other members of the Committee.
3. The Secretary shall send notice to all members of the Committee at least two clear days before the meeting, and at least 24 hours before the meeting an agenda should be provided via any means necessary to each member of the Committee.

4. Four Members shall form a quorum, provided that the President or the Secretary, and the Senior Treasurer or Junior Treasurer be present.
5. The President shall take chair at all meetings except that in their absence the Committee shall appoint a substitute for the whole of that meeting.
6. Minutes of every Committee Meeting shall be sent to each member of the Committee up to 3 days after the date of the last meeting. These minutes shall be intended solely for members of the CUMTS Committee until approved by the Committee at the following meeting.
7. Items of a confidential nature, as decided by a majority Committee vote, shall be indicated with 'Closed Business' in the relevant section of the minutes.
8. Once approved by the Committee, minutes can be obtained upon request from the Secretary, President or Junior Treasurer.
9. The Duties of the Committee shall be to:
 1. Manage the affairs of the Society in accordance with the constitution and subject to the decisions of General Meetings
 1. Enforce and, where necessary, interpret this Constitution.

2.5 Election

1. Committee elections shall be held at the AGM of the Society.
2. Candidates standing for election to the Committee must be proposed by one and seconded by another member of the Society.
3. Candidates may stand in absentia where circumstances, such as study abroad, preclude attendance at the AGM.
4. A manifesto of no more than one side of A4 paper, including a photograph, must be submitted by application to stand for an office on the Committee. This must be received at least one week before the AGM.
5. In the event of no candidate standing for a post by the original deadline, the Committee shall re-open nominations with a new deadline of two days before the AGM.

6. In the event of no candidate standing for a post by the new deadline, the new Committee shall co-opt a person to that post by the end of Easter Term.
7. Voting shall take place immediately following the AGM.
 1. Voting will be made available online where possible, and the ballot box shall remain open for 24 hours.
 1. If online voting is not possible, then a member of committee must remain with the ballot box and it shall remain open for a minimum of 3 hours up to 24 hours.
8. At the AGM, each member will have the opportunity to vote to re-open nominations (RON) for a post.
9. Voting shall be by the Single Transferable Vote system.
0. All decisions made during a meeting of the Committee shall be by a majority vote of those present.
0. The President shall have the casting vote.

2.6 Officers

1. There shall be the following Officers: President, Secretary, Junior Treasurer, Musicians' Representative, Social Secretary, Welfare Officer, Publicity Officer, Bar Nights Representative, Workshops Officer, New Writings Officer and Technicians' Representative, who shall sit on the Committee, and Senior Treasurer, who is accountable to the University.
2. Officers shall be elected by the members of the Society at the AGM, excepting the President who shall be elected separately at the end of the Lent term.
3. It is the role of all Committee members to ensure that every piece of documentation and literature is kept in a suitable place and in a well ordered fashion, to aid the following year's handovers.

4. Senior Treasurer:

1. The Senior Treasurer shall be resident to the University and a member of the Regent House.
1. They shall be selected by the Committee as and when is necessary and shall be responsible for auditing the accounts annually.
1. The Senior Treasurer shall not be a part of the Committee but is an *ex officio* a member of the committee and may request or attend meetings at their discretion. They may also request copies of meeting minutes.
1. The Senior Treasurer has the right to veto expenditure where necessary.

5. President:

1. The President shall be appointed by election of the members of the society. The post does not have to be filled by a member of the previous year's Committee. They shall take office at the start of Easter Term and shall hold office for not more than one year under any circumstance.
1. In the event of the President's Resignation, the Committee shall appoint another member of the Committee to fill the vacancy for the rest of that year.
1. The President may stand for any post except the post of President following a full term in Office.
1. The President shall oversee all society and committee activities including:
 1. Keeping the committee and membership informed about society events and opportunities
 1. Artistic Direction of the CUMTS Gala Night, for which they are also permitted to be Cast
 1. Assigning Production Team roles for the CUMTS Gala Night

0. Secretary

1. The Secretary shall convene Meetings and record the Minutes and resolutions thereof and shall ensure the proper maintenance of the following records and keep copies of them all available for consultation by any member of the Society.
 1. The Minutes of General Meetings
 2. The Minutes of Committee Meetings
 3. Archived Minutes from previous Committees
 4. A list of all the members of the Committee showing contact details and offices held
2. The Secretary shall ensure that the Committee Contact list is circulated to all members at the start of every academic year and is maintained on the Society Website.

0. Junior Treasurer:

1. The Junior Treasurer shall handle the day-to-day coordination of the finances of CUMTS with the authority to:
 1. Commit or veto expenditure
 2. Otherwise agree the area of their financial responsibilities with the Senior Treasurer subject to the over-riding decision of the Committee
 3. Process applications for Society Membership and ensure that the membership database is maintained throughout the year
2. The Financial Year will end on the 31st March; the Junior Treasurer shall prepare accounts of the last financial year and lay an account and balance sheet of the last years finances, duly audited, before the AGM.

0. Musicians' Representative

1. The Musicians' Representative shall maintain a database of musicians who have an interest in playing in CUMTS productions, including bar nights and other Committee run shows
2. They shall coordinate, with the Bar Nights Representative, the musicians playing at bar nights.
3. They shall be the point of contact for CUMTS Musical Directors for enquiries related to sourcing musicians and other issues related to band.

0. Social Secretary:

1. The Social Secretary shall be responsible for organizing social events for the members of the Society.
 - i. This includes, but is not limited to, organising the society's annual event, known as the 'Big Bash'.

1. Welfare Officer

a. The Welfare Officer shall be the point of contact for any production-specific 'Welfare Officers' to ensure that the welfare of the cast and crew is maintained throughout the course of the production, acting by sign-posting to further services where necessary.

1. When acting in a welfare capacity, the Welfare Officer should never promise confidentiality.
2. They shall be responsible for working with the Production Team to circulate the appropriate Welfare Feedback Forms to the cast and crew of CUMTS productions at the appropriate points in the production process
 1. The Audition Feedback Form should be circulated to all auditionees once the cast has been announced

2. The Rehearsal Process and Show Week Feedback Forms should be circulated to all cast, crew, band and prod team once the show week has finished
3. The General 'Rolling' Welfare Feedback Form should be circulated ahead of the start of the Rehearsal Process alongside the contact details of the CUMTS Committee Welfare Rep and the Prod Team Welfare Contact

0. Publicity Officer:

1. The Publicity Officer will ensure that the Social Media Accounts are kept up-to-date throughout the year and are used to publicise upcoming CUMTS shows.
2. They will liaise with any production-specific 'Publicity Coordinators' to ensure that the publicity material for the production is of sufficient quality and reflects positively on the Society.
3. They are responsible, if they so wish, for developing the publicity for CUMTS Gala Night and the 24-Hour Musical

0. Bar Nights Representative:

1. The Bar Nights Representative shall be responsible for managing and organising the CUMTS Bar Nights as set out in 3.2.

0. Technicians' Representative;

1. The Technicians' Representative shall oversee the technical aspects of CUMTS productions, including Bar Nights.
2. They will liaise with the tech teams on CUMTS productions to ensure that their welfare and needs are properly cared for through CUMTS productions.
3. They will ensure that the website is kept up-to-date throughout the year.

0. Workshops Officer;

4. The Workshops Officer shall organise all workshops with both internal and external guest teachers.
5. They will liaise with the publicity officer to ensure Workshops are sufficiently advertised throughout the year.
6. They are responsible for leading the organisation of all CUMTS Workshops.

0. New Writings Officer;

7. The New Writings Officer shall oversee all new writing initiatives within CUMTS, including but not limited to the Fresher's Musical and Edinburgh and Camden Fringe.

0. Following the handover, the outgoing committee shall retain their roles in a pastoral capacity until the end of the Academic Year.

2.7 Finances

1. The Society shall maintain a banking account with Metro Bank and a PayPal Account, which shall hold society funds.

0. It is the responsibility of the Junior Treasurer to ensure that monies received are properly accounted for, and that the Society's financial records are kept in good order. The Junior Treasurer is also responsible for ensuring continuity of Cambridge Resident Signatories for any Bank Accounts held by the Society.

0. The Senior Treasurer shall make arrangements for the Society's Accounts to be Properly Audited, either by themselves, or by some other person approved under University Ordinances

0. The Senior Treasurer shall not be liable for any financial debt or obligation of the Society unless they have personally authorized such a debt in writing.

0. For so long as the Society is Registered with the Junior Proctor, it shall be the duty of the Committee to ensure that the Society is compliant with the requirements for Registration as a University Society.

3 PART III - PRODUCTIONS

3.1 Productions

1. The Society shall aim to present not less than one major production in each term, alongside the annual Musical Theatre Gala Night and the 24-Hour Musical, Bar Nights, and to present a piece of new musical theatre writing at the Edinburgh Fringe each year.

2. There shall be no upper limit to the number of productions presented by the Society.

0. In the event that one or more of the shows listed under 3.1-1 is not possible, then the committee should take all reasonable measures to try and increase the number of opportunities available to new members and freshers, including the pitching of new shows and the organisation of events and shows outside the ADC Calendar

0. The Society may present any of its productions in association with any other dramatic Society or organisation, and in any venue(s) in addition to the ADC and other University performing spaces.

0. Only members of the Society (as defined under 1.3), shall be allowed to participate in any productions presented by the Society, whether a joint production or not, except that in the case of joint productions with other Societies, the Committee shall have the power in exceptional circumstances to allow bona fide members of that society, or those that have paid their subscription and who are not members of CUMTS, to take part in the productions.

1. Applications for CUMTS show funding shall be made through the ADC Theatre production applications.

0. Any member of the Committee, including the President and Junior Treasurer, may apply to stage a show, provided that they do not sit on the show selection panel.

1. The President and Junior Treasurer may apply to stage shows on behalf of the Committee, where the show is approved and run by the committee, for example in the case of CUMTS Gala Nights, provided that they do not sit on the show selection panel.

0. The Show Selection Panel, where possible, shall include the President or the Junior Treasurer, or an alternative member of the committee, provided that they are not part of a candidate application.

0. The Show Selection Panel shall interview all candidate groups before making their final decision. Shows will be selected with the CUMTS Production Application Reference Document. Changes will be approved by a majority vote of the Committee.

0. In the event of applications being received from Individuals, rather than Production Teams, interviews should take place to appoint the remaining members of the Production Team, should that application be successful.

0. Any member of the Committee may apply for a production team post. The Junior Treasurer may not produce or direct a CUMTS funded show.

0. The Committee shall designate one of its members as the Show Contact for each production mounted by the Society. They shall have particular responsibility for providing support and advice to the Production Team by meeting regularly with the Producer. The Show Contact shall also provide the Committee with regular updates regarding the progress of the production.

0. Any member of the Committee who is cast or crew in the production or appointed to a production post must abstain from any vote concerning that production in Committee meetings.

1. In the event that only two members of committee are able to vote;
 1. If the president is able to vote, they shall have the casting vote
 2. If the president is unable to vote, they may have an additional vote
2. In the event that only one member of committee is able to vote, the president shall have sole control over the decision being voted on

0. Funding of the production shall be subject to the signing, and terms, of the CUMTS Funding Agreement, to be signed by a representative of the Production and by the CUMTS Junior Treasurer. This agreement will include the budget for the production, which shall be brought before the whole Committee by the Junior Treasurer prior to the signing of the agreement.

0. It is the responsibility of every committee member to assist or advise every CUMTS production as necessary.

0. It is the responsibility of the Production Team to make sure the show process is fair and follows the rules outlined in the CUMTS Production Handbook

3.2 Welfare

1. It is the responsibility of all individuals involved in a production to look after the welfare of all others involved in that production

0. It is the responsibility of the Welfare Officer on the CUMTS Committee to ensure that the appropriate welfare feedback forms are circulated to the relevant individuals in a timely manner
 1. Audition Feedback Form should be circulated not more than one week of the cast being announced
 2. Rehearsal Process and Show Week Feedback Forms should be circulated not more than one week of the show closing
 3. Rolling Feedback Forms should be circulated not less than one week before the start of the Rehearsal Process

3.3 CUMTS Gala and 24 Hour Musical

1. The CUMTS Gala and 24 Hour Musical should be pitched by the President and Junior Treasurer, or any other relevant committee members, for the Lent Term of the ADC Calendar
 2. The President of the CUMTS Committee is entitled to have Artistic Control over both shows unless they wish to hand it on to another individual who applies for the position
 3. The President of the CUMTS Committee is responsible for assigning Production Team Roles for the CUMTS Gala Night as they see fit
 1. Applications should be opened to the membership for Producer and Casting Consultant/Associate Director
 1. The CUMTS Committee will have priority for roles including Musical Director if the Musicians Representative wishes to accept it, Lead Choreographer and a Technicians Role of the Technicians Representatives choice if they wish to accept it
 1. Wider Production and Technician Team Roles should be opened to the membership
0. Auditions for Gala should have a vocal component and a dance component
0. Auditions for the 24 Hour Musical should have a vocal component, which should be done separately to the auditions for Gala, to ensure fairness.
- a. Where possible the audition panel for the 24 Hour Musical should be of a different composition to the Gala audition panel.

0. The Audition Panel for the CUMTS Gala should consist of:
 1. Casting Consultant/Associate Director in all cases
 2. CUMTS Committee President
 1. In the event that the President is only Artistic Director then the third member of the audition panel should be the Musical Director in the vocal round of auditions and the Lead Choreographer in the dance round of auditions
 2. In the event that the President also takes on the role of Musical Director or Lead Choreographer, the third member of the audition panel can be the Musical Director/Lead Choreographer (whichever the President is not) or can remain unfilled

0. The final cast for the CUMTS Gala and the 24 Hour Musical should be entirely separate where possible in order to increase the accessibility of Musical Theatre in Cambridge

3.4 Bar Nights

1. Through the presentation of Bar Nights, the Society shall seek to:
 1. Promote the activities of the Society to both members and to the public.
 1. Offer further opportunities for members to perform musical theatre material of their choosing.
 1. Generate financial income with which to enable future projects.

2. The Society shall aim to present no less than five Bar Nights in each academic year, and not less than one Bar Night in each term.

3. Bar Nights shall be organised by the Bar Nights Representative on Committee.

4. Members must audition in order to perform in a Bar Night.
 1. The audition panel should comprise the Bar Nights Representative, and the Bar Night Musical Director. If either of these is unavailable an appropriate replacement should be elected by them, provided that at least one member of the audition panel is on the CUMTS Committee.
 1. The audition panel should consist of no more than three individuals.
 1. The audition panel retain the right to refuse participation to any auditionees, but members may audition for more than one Bar Night.

0. Bar Night performers do not need to be current members of the Society, as defined under section 1.3.

4 PART IV - INTERPRETATION

1. This constitution shall be interpreted by the Committee in accordance with the Law of England and Wales, and the Statutes and Ordinances of the University of Cambridge in so far as these are applicable.
2. Any retrospective dispute shall be resolved under the constitution in force at the time of the disputed event.