Standing Orders of Ooook! Productions

1. Status

1.1. Ooook! Productions operates as a Student Organisation under the Durham Student Organisations (DSO) Framework approved by the University Council.

1.2. Ooook! Productions is part of the University of Durham and therefore the legal body for all legal and contractual matters is the University of Durham, as represented by Ooook! Productions.

1.3. The registered address of the DSO is The Palatine Centre, Stockton Road, Durham, DH1 3LE. All official and legal post should be sent to this address.

1.4. The DSO shall use its best endeavours not to bring the University into disrepute.

2. University Policy

2.1. Ooook! Productions shall act in accordance with all relevant University policies and regulations.

2.2. These standing orders should be interpreted within the DSO Framework agreed by the University Council. Where there is a conflict or perceived conflict between these standing orders and any provision of the DSO Framework, the latter shall take precedence.

2.3. Where there is a conflict or perceived conflict between the main body of these standing orders and Annex 1, the former shall take precedence.

3. Objectives

3.1. The objectives of Ooook! Productions are:

3.1.1 To produce fun and professional productions.

3.1.2 To produce intelligent and humorous productions accessible to a wide audience.

3.1.3 To raise money for charity using the revenue from productions.

3.1.4 To include new and untested talent in our productions and introduce a wide range of students to DST.

3.1.5 To provide a fun and rewarding experience for the cast and crew during the course of a production.

3.1.6 To work with DST to assist in achieving their objectives.

3.2. These objectives will be carried out as follows:

3.2.1 By ensuring that applications to work on productions are held openly and fairly.

3.2.2 By endeavouring to organise several productions and social events each academic year.

3.2.3 By maining appropriate communication with DST and Experience Durham.

4. Membership

4.1. Ooook! Productions shall not discriminate against any person on the grounds of race, ethnic origin, creed, colour, age, disability, sex, sexual orientation, religion, political or other beliefs.

5. Finances and Assets

5.1. The DSO, Ooook! Productions, is bound by the financial regulations set out in Annex 3 of the DSO Framework. The DSO framework can be found at: http://www.dur.ac.uk/gsu/password/student_organisations/dso/framework_documents/.

5.2. The University's financial regulations set out standards in relation to the acceptance of gifts or hospitality to ensure that its officers are not influenced by such actions. These standards, contained in section 9.5 of the University's Financial Regulations, as set out at http://www.dur.ac.uk/treasurer/financial_regulations/corporate_governance/code_of_conduct, are hereby incorporated into this document.

5.3. Ooook! Productions represents, warrants and covenants that it shall not and shall procure none of its members shall (a) give or receive any commission, fee, rebate, gift or entertainment of significant cost or value in connection with any matter within the scope or arising under the terms of this Standing Order; or (b) subject to the terms of this Standing Order, enter into any business arrangement with any director, employee, agent or any affiliate of a company or organisation without the prior written agreement thereto of that company or organisation; or (c) make any payment or give anything of value to any official of any government or public international organisation, including any officer or employee of any government department, agency, or instrumentality to influence that entity or person's decision, or to gain any other advantage for a company or organisation in connection with this Standing Order.

5.3.1 Ooook! Productions shall ensure that it acts in accordance with the University's Anti-Bribery and Fraud Prevention Policy available online at: https://www.dur.ac.uk/resources/about/policies/FraudPreventionPolicyFinal2015.pdf.

5.4 Annex 3 Section 15 of the DSO Framework covers Ooook! Productions's responsibilities with regard to physical assets.

5.5 All expenditure over £10,000 must be communicated to the Divisional Accounts Team along with copies of invoices.

5.6 All reasonable expenses incurred by the members of Ooook! Productions whilst carrying out Ooook! Productions business (or activities) may be reimbursed on the provision of receipts or other appropriate proof of expenditure.

5.7 Should sponsorship or funding be obtained then all the guidelines outlined by the issuer should be met and approved by Ooook! Productions, in accordance with the University's procedures. Any offers of sponsorship should be referred to Experience Durham.

6. Insurance

6.1. The University will provide insurance cover for Ooook! Productions. Insurance coverage shall be for the purpose of University events undertaken in the name of the DSO.

6.2. DSO Officers must give prompt notification to the University's Insurance Office of any potential new risks, additional property that may require insurance and any event that may give rise to a claim.

7. Data Protection

7.1. Information and records held by Ooook! Productions will be maintained in accordance with the relevant University policies and the applicable data protection laws and regulations.

7.2. Ooook! Productions and its members shall comply with the terms of the Data Protection Act 1998 (the "DPA") (including the data protection principles enshrined therein). Ooook! Productions may operate as a data processor (as defined in the DPA) of personal data (as defined in the DPA) being processed on behalf of a data controller (as defined in the DPA). Accordingly, Ooook! Productions undertakes to ensure that it maintains, and such personal data is fully protected by, appropriate access restrictions and other appropriate technical and organisational measures against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Ooook! Productions shall use its best endeavours to ensure that it does not willingly or knowingly place the University in breach of the University's obligations under the DPA and shall establish systems to ensure compliance with such obligations.

8. Logos

Any use of the University's logos, and this includes the name of the DSO, must follow the guidelines created by the Marketing and Communications Office, available online at https://www.dur.ac.uk/marketingandcommunications/local/toolkit/.

8.2. Ooook! Productions' logo should be used on all posters advertising productions of the company and should be placed proudly opposite the DST logo.

9. Terms of Reference

9.1. DSO terms of reference for membership shall be set out in Annex 1.

10. Amendments

10.1. Proposed amendments to these Standing Orders must be approved by the Dean of Experience Durham.

10.2. Proposed amendments to Annex 1 must be approved by the President of Team Durham, Music Durham, Durham Student Theatre, Nightline or Student Community Action as appropriate.

Annex 1

1. Membership

A member is any individual who has worked on any production performed by Ooook! Productions.

1.2 Members who are current undergraduate or postgraduate students, or members who occupy current sabbatical roles within the University of Durham, are entitled to vote at company meetings.

2. The Executive Committee

2.1 Ooook! Productions will be run by an executive committee (the Committee) whose responsibilities are outlined in Section 4 of Annex 1.

3. Methods for Electing the Executive Committee

3.1 Members of the Committee shall be elected at an Annual General Meeting (AGM), which must be held each academic year.

3.2 Any company member who is entitled to vote at company meetings (see Section 1.2 of Annex 1) is eligible to put themselves forward as a candidate for election at company meetings, provided they will still be entitled to vote in the academic year following the AGM. In addition, candidates for the position of President must satisfy further requirements (see Sections 3.6-3.7 in Annex 1).

3.3 Should an elected candidate be unavailable to fulfil their place at the University of Durham during their tenure, or be unable to complete their role, an Extraordinary General Meeting (EGM) will be called and a new vote will be held.

3.4 If a position on the Committee is not filled at the AGM, an EGM will be called and a new vote will be held. Until such an EGM occurs a company member can be co-opted into the position by a majority vote of the current Committee, unless the vacant position is President, in which case an EGM must be called.

3.5 At company meetings, all candidates will be given equal opportunity to present their manifestos to the company members, as well as opportunity to answer further questions.

3.6 Candidates running for the position of President must satisfy at least one of the following criteria:

3.6.1 Held a role on the Committee in a previous year.

3.6.2 Have directed, produced or technical directed at least one production by Ooook! Productions.

3.6.3 Have worked on three or more productions by Ooook! Productions and, in addition, either directed, produced or technical directed at least one production performed in the Assembly Rooms Theatre.

3.7 Candidates running for the position of President must not be the present serving President, unless no suitable candidate has been found at a previous AGM in that academic year.

3.8 No company member may hold more than one position on the Committee simultaneously.

3.9 Company meetings will be chaired by the present serving President unless they are a candidate for election or are otherwise unavailable. In such cases another current Committee member shall be appointed to chair by a majority vote by the current Committee.

3.10 Voting shall be by a secret ballot using the Single Transferable Vote system.

3.11 There will be the option to vote to re-open nominations for any position.

3.12 With the exception of the chair of the meeting, all members of the company, including candidates and Committee members, will have the right to vote at company meetings, subject to the conditions outlined in Section 1.2 of Annex 1.

3.13 Only company members who are present at the company meeting will be provided with the opportunity to cast a vote, unless prior notification is given.

3.14 Notification must be sent out at least one week prior to the AGM and three days prior to any EGM.

3.15 The Committee may appoint sub-committees as may be dictated from time to time by circumstances.

4. Responsibilities of the Executive Committee

4.1 President:

4.1.1 Chair company and committee meetings, and hold a casting vote at company and committee meetings.

4.1.2 Represent the company within DST by attending all DST Board Of Theatre Company Presidents Meetings and DST company meetings.

4.1.3 Represent the company to other associations and individuals as necessary.

4.1.4 Pursue the best interests of the company at all times.

4.1.5 Assist the Treasurer with the annual budget proposal and grant application.

4.1.6 Be responsible for physical company correspondence (central addresses during holidays and term time) and relevant distribution of this correspondence.

4.1.7 Maintain and update the company archive.

4.1.8 Ensure the traditions of the company are carried out and passed on to the company's next President.

4.2 Vice President:

4.2.1 Assist the President in all presidential responsibilities as outlined above.

4.2.2 Ensure that the decisions made in company and committee meetings represent the interests of the Committee and theatre company as closely as possible.

4.3 Treasurer:

4.3.1 Be responsible for ensuring that all financial matters of the company are dealt with in a timely appropriate fashion and provide the Committee with regular updates concerning company's financial position.

4.3.2 Ensure that the company meets its financial responsibilities as a DSO.

4.3.3 Ensure that the company's financial information is presented to the Division Accounts Team (DAT) in an agreed format within timescales set and, where reasonably possible, be available to provide further clarification when required.

4.3.4 Present a written report of the activities, income and expenditure for the year at the Annual General Meeting.

4.3.5 Reimburse, at their discretion, company members for expenditure authorised by the Committee.

4.3.6 Raise any queries or concerns regarding the company finances to the DST President and/or Dean of Experience Durham/DAT as appropriate.

4.4 Technical President

4.4.1 Represent the company to other associations and individuals as necessary in the technical field.

4.4.2 Inform and advise the Committee on technical decisions being made regarding a production.

4.4.3 Communicate with the director and technical director of any production to ensure that both are in communication and understand their respective roles and responsibilities with respect to technical matters.

4.4.4 Be responsible for any technical equipment owned by Ooook! Productions.

4.4.5 Be responsible for lending, at their discretion, technical equipment owned by Ooook! Productions to other theatre companies, providing a suitable deposit is received and upon agreement by the Committee.

4.4.6 Be responsible for the safe return of technical equipment owned by Ooook! Productions that has been lent to any other theatre company.

4.5 Social Secretary

4.5.1 Record minutes of company meetings and committee meetings and distribute them to the Committee and other company members upon request.

4.5.2 Ensure clarity of communication between all members of the Committee and production teams.

4.5.3 Organise events and functions within the company, including the Oswald awards.

4.5.4 Manage communication between the Committee and company members.

4.5.5 Be responsible for maintaining Ooook! Productions' social media presence and hold all access passwords securely.

5. Rules for Committee Meetings

5.1 Committee meetings will be chaired by the present serving President or Vice-President.

5.2 Decisions at committee meetings will be made by consensus, or majority vote if a consensus cannot be reached.

5.3 Items of business will be communicated and discussed clearly in meetings.

5.4 Items of business and decisions will be communicated and distributed to any absent members of the Committee whenever possible.

5.5 Two thirds of the Committee must be present.

5.6 Expenditure may only be agreed in committee meetings when the Treasurer is present.

5.7 Other individuals may be invited to committee meetings, at the discretion of the Committee.