

UNIVERSITY OF SHEFFIELD LIGHT ENTERTAINMENT SOCIETY CONSTITUTION

University of Sheffield Students' Union Light Entertainment Society

1. NAME AND DEFINITIONS

- 1.1. The name of the Society shall be the University of Sheffield Students' Union Light Entertainment Society (USLES) (hereafter referred to as 'the Society').
- 1.2. The definitions given in the University of Sheffield Students' Union Constitution shall also be valid throughout this Constitution.

2. AIMS AND OBJECTIVES

- 2.1. To perform member-written comedy scripts which are designed to lightly entertain those who see them.
- 2.2. To aim to produce at least one play per semester.
- 2.3. To uphold the spirit of Light Entertainment, such that enthusiasm is more important than talent.
- 2.4. Upon receipt of a member-written script, the committee should endeavour to read over and consider its suitability for the society by our guidelines (see 2.5) before voting on the play(s) for the term.
 - 2.4.1. If selected, script authors shall have an editing period of a minimum of 3 days for the committee to provide feedback before production commences.
 - 2.4.2. Script authors should endeavour to finalise major script edits, and changes for accessibility before the beginning the initial readthrough after casting.
 - 2.4.2.1. A major script edit is **any edit that might otherwise materially impact production, including casting decisions or scene rehearsals.**
 - 2.4.3. **Script authors should ideally finalise any additional changes for accessibility by Week 7 of the semester**

- 2.5. In the case that no new member-written script is submitted, an attempt will be made to contact the author of a chosen archived script before production begins. If no contact can be achieved, the consent to use their script will be taken from their acceptance email, from August 2024 onwards.
- 2.5.1. In regards to scripts submitted prior to August 2024, consent to reuse the script must be gained from the script author.
- 2.5.2. Acceptance emails from August 2024 onwards must include a consent clause to use their script in future. The author is free to decline or accept under certain conditions without being penalised. **Where acceptance emails do not include consent clauses, consent may be sought post hoc.**
- 2.6. All productions should endeavour to follow the guidelines listed below, so as to maximise the comfort of the cast, crew and audience.
- 2.6.1. Violence—should be portrayed comically and in an unrealistic style if included. There should be no emphasis on the portrayal of injury or blood.
- 2.6.2. If weapons are portrayed, they should be **portrayed such that a reasonable person would not believe them to be real weapons, nor the harm that comes from them to be real harm.**
- 2.6.3. Discriminatory language and behaviour must not be endorsed. Slurs are forbidden from the performance.
- 2.6.4. Moderate bad language may be used depending on the context and frequency. Eg. swearing allowed for comedy purposes. Bad language should not be used in an aggressive context.
- 2.6.5. Horror can be portrayed, but should be portrayed in a farcical tone. Although some scenes may be moderately disturbing, the overall tone must not be.
- 2.6.6. Sexual activity portrayals are forbidden. Moderate sexual references and innuendos are permitted, but should not be detailed or specific.
- 2.6.6.1. These references and innuendos must be agreed upon by the cast member saying and/or receiving these comments in the context of the scene.

- 2.6.7. Content should not be affiliated with specific political parties or extreme political views. Moderate political references and themes are permitted.
- 2.6.8. In the case of improv, while we are responsible for maintaining an inclusive environment, any comments or actions performed by the actors is their own responsibility and action may be taken against them at the discretion of the committee, if they do not follow guidelines (As specified in 2.6 of the constitution).
- 2.7. 'Everyone that wants a part will get a part.' - the Society shall endeavour to involve any members who apply, showing interest for a role within a production.
 - 2.7.1. Clause 2.7 can be broken by the discretion of majority vote of the acting Committee and the current show directors if a significant valid reason has been given and is not based on acting ability. **Significant valid reasons include health and safety risk, inclusions or welfare concerns, or inability to reasonably accommodate multiple applicants in the case of auditions partially reopening.**
- 2.8. To raise money through societal actions for charities. Profits from shows, **profits defined as the money collected from ticket sales after venue and operating costs are subtracted**, are donated to charities which are selected by the **current company members**. Donations must not be made to **any registered political party**.
 - 2.8.1. At least 50% of the profits made from shows are to go to the charities **selected via society vote**.
 - 2.8.2. **If funding for operating costs can be found elsewhere, the society should donate to charity 100% of the profits.**
 - 2.8.3. **If a USLES show operates at a loss to the society's finances, then the society should pay from its own existing finances either £50 or the equivalent to 80% of the money collected from ticket sales, whichever is more.**
- 2.9. In pursuance of the above Aims and Objectives, the Society shall ensure that the safety of all persons affected by the Society's activities is treated with the utmost importance.

3. MEMBERSHIP

- 3.1. Membership of the Society shall be open to all eligible Members of the Students' Union who subscribe to the Society Aims and Objectives as defined in Clause 2 of this Constitution, upon payment of the appropriate subscription fees.
- 3.2. At least 50% of the whole society membership shall be Full Members.
- 3.3. Membership of the Society may be granted to individuals who are in broad agreement with the Society's Aims and Objectives but who are not Full Members of the Union, subject to a majority of Society members being Full Members of the Union.
- 3.4. Membership shall only be granted on payment of a membership fee, the level of which shall be set by a Society General Meeting.

4. SOCIETY GOVERNMENT

- 4.1. The Society shall have a committee who take a lead in all society activity, herein referred to as the Society Committee.
- 4.2. The Society Committee will ensure the society operates within the constitution and the Society Support Hub.
- 4.3. The Society Committee shall comprise of all the required Executive Officers and non-Executive Officers as defined below:
 - 4.3.1. President. The president shall be responsible for:
 - 4.3.1.1. Calling and chairing meetings;
 - 4.3.1.2. Organising and delegating tasks for the committee.
 - 4.3.2. Operations Officer ('Secretary'). The operations officer shall be responsible for:
 - 4.3.2.1. Creating the agenda and minutes for general committee meetings and AGMs/EGMs;
 - 4.3.2.2. Running the email account;
 - 4.3.2.3. Completing risk assessments;
 - 4.3.2.4. Booking rooms, including show venues;
 - 4.3.2.5. Performing general administrative tasks.

4.3.3. Finance and Development Officer ('Treasurer'). The Finance and Development Officer shall be responsible for:

- 4.3.3.1. Any tasks concerning society finance, including reimbursing for society purchasing, applying for funding, etc;
- 4.3.3.2. Organising a committee vote for chosen charity of the year, and communicating with this charity.

4.3.4. Inclusions Officer. The inclusions officer shall be responsible for:

- 4.3.4.1. Publicising their role to participants in society activity;
- 4.3.4.2. Being a confidential and direct contact for members and potential members;
- 4.3.4.3. Ensuring events and meetings are as accessible as possible.

4.3.5. Design and Publicity Officer. The Publicity Officer shall be responsible for:

- 4.3.5.1. Designing advertisements for plays, socials and other events.
- 4.3.5.2. Running social medias; such as Facebook and Instagram and keeping them up to date;
- 4.3.5.3. Creating and implementing an annual plan for the society's marketing.

4.3.6. Workshops Officer. The Workshops Officer shall be responsible for:

- 4.3.6.1. Creating and running regular skills development workshops, for example acting, tech, scriptwriting etc.

4.3.7. Technical Services Officer. The Technical Services Officer shall be responsible for:

- 4.3.7.1. Organising and advising on the technical aspects of performances, including light, sound and set design;
- 4.3.7.2. Aid in completing risk assessments.

4.3.8. Social Secretary. The Social Secretary shall be responsible for:

- 4.3.8.1. Organising and running additional events to the normal running of society;
- 4.3.8.2. Arranging sponsorships and partnerships for the society.

- 4.4. All the Executive Officers of the Society and at least two thirds of the Society Committee shall be Full Members, with the remainder being Full or Reciprocal Members.
- 4.5. No person may hold more than one Executive Officer position.
- 4.6. The committee shall ensure the constitution is up to date, arrange appropriate activity and determine the annual subscriptions.
- 4.7. Society Committee Members shall be elected at the Annual General Meeting of the Society, although vacant positions may be filled at an Emergency General Meeting.
 - 4.7.1. In the circumstance non-core positions are not filled, acting committee members must take on the duties ascribed to the vacant positions.
- 4.8. The Society will provide the Union with a full list of committee members, immediately following their election.
- 4.9. Executive Officers shall ensure that only individuals with appropriate Students' Union membership are allowed as members of the Society.
- 4.10. Decisions will be made by consensus where possible, or by a simple majority vote except where stated to require a higher majority.
 - 4.10.1. The Main Show of the following semester shall be chosen by the Committee with majority vote, prior to the start of the next semester.
 - 4.10.2. The acting Committee must decide a date to collectively decide upon a script to be performed.
 - 4.10.3. Those who have submitted a script cannot vote on any proposed scripts.
- 4.11. A quorum of half of the Committee including at least 2 of the Core Committee must be present at all times for a meeting to be called a Committee Meeting and for whole Society decisions to be made.
- 4.12. Where the chosen director for a show is not a member of the committee, the committee must nominate a committee member as co-director or otherwise share co-director responsibilities among itself.

5. SOCIETY GENERAL MEETINGS

- 5.1. All recognised societies shall hold an Annual General Meeting at which the Society Committee shall be elected, and for Society General Meetings to be called by a Society Executive Officer or an appropriate number of Society members to discuss any matter relating to the conduct of the Society.
- 5.2. All members of the Society will be entitled to attend and speak at the meeting. Only Full and Reciprocal members will be entitled to vote.
- 5.3. The Annual General Meeting (AGM) of the Society shall be held not more than thirteen months nor less than eleven months after the previous AGM, unless an exception has been granted as determined by the Society Support Hub.
- 5.4. The Society shall appoint two Full Members as Returning Officers, who are not standing in the election, to organise the elections according to principles of a free and fair election.
- 5.5. Society Emergency General Meetings may be called by a Society Executive Officer, the Society Committee or an appropriate number of Society members, to discuss any matter relating to the conduct of the Society.
- 5.6. Societies may propose amendments to their society constitution at an Annual or Emergency General Meeting, which shall require a two-thirds majority vote in favour of the society membership in attendance to pass.
- 5.7. All changes to a society constitution shall be submitted to the Student Communities team for approval, before they take effect.
- 5.8. A minimum of five days notice of General Meetings shall be given, except for the Society AGM, of which at least ten days notice shall be given.

6. SOCIETY FINANCES

- 6.1. Grant funding, given to societies by the Students' Union, shall only be used in furtherance of the Society Aims and Objectives.
- 6.2. The Treasurer shall be responsible for the proper accounting of Society funds, in accordance with Union regulations.

6.3. Two signatories shall be required for Society financial transactions, of which one signatory shall be the Treasurer and the other an Officer of the Society.

6.4. In the event of the Society ceasing to exist, all Society funds shall revert to the Union.

7. RELATIONS WITH THE UNION

7.1. As a recognised Union society, the Society shall at all times abide by the Constitution and Bye-laws of the Union.

7.2. The Society shall also abide by all regulations issued by the Student Communities Team.

8. SUSPENSION, WITHDRAWAL OR REFUSAL OF MEMBERSHIP

8.1. Any member of the Society Committee may be removed from their position following a resolution of 'no confidence' at an Annual, or Emergency General Meeting, which shall require a two-thirds majority vote of the society membership in attendance to be upheld.

8.2. Any member wishing to challenge their removal from the Society Committee may request reconsideration by a Stage 2 Complaints Panel under the Complaints Procedure.

8.3. Membership of the Society for Full Members may be refused, suspended for a specified period or withdrawn, with the approval of a two-thirds majority of the Society's Committee.

8.4. Full members wishing to challenge a decision to refuse, suspend or withdraw their membership of a Society may request reconsideration by a Stage 2 Complaints Panel under the Complaints Procedure.

8.5. Membership of the Society for Reciprocal and Associate Members may be refused, suspended for a specified period or withdrawn, with the approval of a two-thirds majority of the committee of the society.

8.6. Reciprocal and Associate Members wishing to challenge a decision to refuse, suspend or withdraw membership of a Society may submit a complaint to the Chief Executive and their decision shall be final.

- 8.7. Committee members who fail to attend at least three consecutive Committee Meetings and fail to notify the rest of Committee with a satisfactory reason for such absences may be considered to have resigned their role(s) on the Committee.
- 8.7.1. Committee members who satisfy the condition described in Clause 8.3 shall have their resignation confirmed by the approval of a two-thirds majority of those Committee members who do not satisfy the condition in Clause 8.3.
- 8.7.2. Votes in accordance with Clause 8.3.1 shall occur no less than two weeks after resigning Committee members have been formally notified of the potential for such a vote to take place.
- 8.7.3. Committee members are permitted to take an indefinite leave of absence from their committee responsibilities, in which case their responsibilities and role shall be delegated to another member of the society, who must be elected in an EGM.
- 8.7.3.1. If an executive committee member wishes to take an indefinite leave of absence, the rest of the committee at their next regular meeting may, amongst its non-executive members, elect a member to that role, and reasonably delegate the previous responsibilities of the role. If this cannot be done, then an EGM may be called.

9. AMENDMENTS TO THE CONSTITUTION

- 9.1. Amendments to this Constitution shall be deemed to take effect once approved by a two-thirds majority at either an Annual General Meeting or an Emergency General Meeting, and accepted by the Societies' Committee.

2026 Changes to the USLES Constitution (highlighted in red)

1. Various minor rewordings to bring the constitution more in line with the SU's own template and therefore, directive.
2. Clarification of "major edit" in 2.4.2.1. from "Anything that changes the story in a substantial way" to "any edit that might otherwise materially impact production, including casting decisions or scene rehearsals." Removal of Clause 2.4.3. (feedback for unsuccessful scripts).
3. Addition to Clause 2.5.2.: "Where acceptance emails do not include consent clauses, consent may be sought post hoc."
4. Clarification of "unrealistically portrayed" in 2.6.2. to "such that a reasonable person would not believe them to be real weapons, nor the harm that comes from them to be real harm."
5. Reasons given for potential exceptions to Clause 2.7. ("everyone gets a role.")
6. Changes to 2.8. to reflect society rather than committee voting on sponsored charity. "Any politically-minded charity" changed to "any registered political party". Addition of Clause 2.8.3. to account for charity donations in cases where the society operates at a financial loss.
7. Social Media Manager and Publicity Officer roles merged.
8. Changes to 4.12. "One committee member each semester must act as show liaison for each show the society produces, whether as director or producer" changed to "Where the chosen director for a show is not a member of the committee, the committee must nominate a committee member as co-director or otherwise share co-director responsibilities among itself".
9. Clause 8.7.3. added to account for committee members taking leaves of absence.