Arc @ UNSW Limited
UNSW Musical Theatre Society (UNSW MTS)
Constitution
As amended at
7th October 2025

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Preamble

The original version of this Constitution was adopted by resolution at the club's Inaugural general Meeting of 21 February 2016

Amendments to the original Constitution were passed on

- 13 October 2016
  Amended 5.5, 8.12. Inserted 8.15
- 31 May 2017
  Amended sections 5, 6, 8.
- 4 October 2017
  Amended sections 5.1, 5.9.

- 12 March 2019
  - Amended sections:
    - 3.1
    - 5.3.2
    - 5.9.1, 5.9.2, 5.9.4, 5.9.5, 5.9.6, and 5.9.8
    - 8.5
    - 8.11.3, 8.11.4, 8.11.5, 8.11.6, and 8.11.7
    - 8.14
    - 8.16
    - 8.17
    - 9
  - Added sections:
    - 4.7.5
    - 5.3.3
    - 5.4
    - 5.8
    - 8.11
- 1st November 2019
  - Amended section:
    - 4.8.5
- 10th November 2020
  - Added sections:
    - 4.8.6
    - 5.1.9
  - Amended section:
    - 5.2
- 21st January 2021
  - Renamed section:
    - 8.17 to 8.18.
  - Added sections:
    - 8.17, 8.17.1, 8.17.2, 8.17.3 and 8.17.4
- 6th October 2022
  - Renamed sections
    - 8.7.1 to 8.7.2

        - 8.9.6 – 8.9.9 to 8.9.7-8.9.10
        - 8.15 – 8.18 to 8.16 – 8.19
    - Added sections:
        - 5.1.10,
        - 5.7.6
        - 5.9.10, 5.9.11
        - 8.7.1,
        - 8.9.6, 8.9.11, 8.9.12, 8.9.13, 8.9.14,
        - 8.16
    - Amended sections:
        - 1.3
        - 5.3
        - 5.9.1 j)
        - 5.9.4
        - 8.2.5
        - 8.5.3
        - 8.14
- 8th March 2023
    - Amended sections:
        - 5.1.9.1
        - 5.9.11(b)
- 25th September 2023
    - Renamed sections:
        - 5.1.9-5.1.10
        - 5.4.1-5.4.2
        - 5.9
        - 5.9.9-5.9.10
        - 8.5.4
        - 8.10-8.18
    - Amended sections:
        - 5.9.5d
        - 8.2
        - 8.3
        - 8.5.1
        - 8.5.3
        - 8.6
        - 8.16.1
        - 5.1.10.1
        - 5.5
        - 5.8
        - 5.9
        - 5.10
    - Removed sections:
        - 5.9.5e
    - Added sections:
        - 5.10.8b
        - 8.14.1 - 8.14.4
- 29th April 2024
    - Amended sections:

        - 8.10.4
        - 8.10.5
        - 8.10.6
    - Rename sections:
        - 8.11.3.1
        - 8.11.5.1
    - Added sections:
        - 8.10.5.2
- 1st October 2024
    - Amended sections:
        - 7.6
        - 6
        - 5.10.10
        - 5.10.10a-d
        - 4
        - 5.3
        - 4.8.2
        - 5.9.1
        - 5.9.2
        - 5.9.5.1
        - 8.10.1-3
        - 8.10.5.1
        - 9.4
        - 10.1.1
    - Added sections
        - 5.11
- 12th March 2025
    - Amended sections:
        - 5.1.9
        - 5.1.10
        - 5.1.10.1
    - Added sections:
        - 5.10.9j
- 7th October 2025
    - Amended sections
        - 8.13.2
        - 8.13.4
        - 8.15.2
        - 8.16
        - 8.17
        - 8.17.2
        - 8.17.3

1 Introduction

1.1 The official name of the club shall be ‘UNSW Musical Theatre Society’.

1.1.1 The official abbreviated name of the club shall be ‘UNSW MTS’.

1.2 The club shall be affiliated with Arc.

1.3 In all matters not specifically dealt with herein, the procedures set out in the latest edition of Guide for Meetings and Organisations by N.E.Renton shall apply.

2 Objects

2.1 The aims and objectives of the club are:

2.1.1 To provide an opportunity for members to participate in musical theatre productions;

2.1.2 To provide an opportunity for members to develop musical theatre related skills;

2.1.3 To provide an opportunity for members to compose their own works;

2.1.4 To provide an opportunity for members to share an appreciation of musical theatre;

2.1.5 To provide an opportunity for members to engage with the larger performing arts community within and outside the University.

3 Definitions

3.1 For the purposes of this constitution:

3.1.1 The **University** shall mean the University of New South Wales;

3.1.2 **Arc** shall mean Arc @ UNSW Limited;

3.1.3 **Re-affiliation** shall mean re-affiliation with Arc;

3.1.4 **The club** shall mean 'UNSW Musical Theatre Society';

3.1.5 **Full members** shall mean full members of the club;

3.1.6 **Associate members** shall mean associate members of the club;

3.1.6 **The Executive** shall mean the Executive of the club;

3.1.7 **An Extraordinary General Meeting (EGM)** shall mean an Extraordinary General Meeting of the club.

3.1.8 **The Annual General Meeting (AGM)** shall mean the Annual General Meeting of the Club.

3.1.9 **An Executive Meeting** shall mean an Executive Meeting of the club;

3.1.10 **The Constitution** shall mean the Constitution of the club;

3.1.11 **An Academic Day** shall mean a day during the first, second, or third session of the University's Academic year which is not a Saturday, Sunday, Public Holiday or University Holiday.

4 Membership

4.1 Contact details for members of the Club are to remain with the Executive and Arc to have sole access. Contact details are not to be given or sold to any other person.

4.2 Full membership of the Club shall be open to all UNSW students, and they shall be required to pay an annual Club membership fee set by the Club Executive, and complete a membership form.

4.3 Associate membership shall be open to all persons who are not UNSW students, provided that they pay a membership fee that is set by the Club Executive, and they complete a membership form prepared by the Club Executive.

4.4 The duration of a person's membership shall be until the Club's next Annual General Meeting after they have become a member, or until the end of Week One in Term One of the University year after they have become a member, whichever is the latter.

4.5 The Club shall comply with Anti-Discrimination legislation in all its activities and procedures, including the granting of Club membership.

4.6 Notwithstanding clause 4.9, a member of a Club Executive may have their position declared vacant according to the procedures set out in Section 5.7.

4.7 Notwithstanding clauses 4.8 and 4.9, an Executive, a member or associate member of a Club may have their membership terminated after the following procedure is followed:

- 4.7.1 A motion is carried by the Executive, or the Executive is petitioned by twenty (20) members to instigate impeachment proceedings;
- 4.7.2 The members of the Club are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 4.2;
- 4.7.3 The member concerned is notified in writing of the procedures and reasons for proceedings at least seven (7) days prior to the meeting.
- 4.7.4 The member concerned is given five (5) minutes to speak against the motion at the Extraordinary General Meeting.
- 4.7.5 The motion is carried by the Extraordinary General Meeting.

4.8 Notwithstanding clause 4.9, an Executive, a member or associate member of a Club may have their membership terminated if the following occurs:

- 4.8.1 The person in question has acted in a way that has sabotaged the functions of the Club or disregarded the Constitution to the detriment of the Club's membership; and/or,
- 4.8.2 The person in question has instigated instances of bullying, harassment, assault and/or gendered violence to one or multiple individuals.
- 4.8.3 The Club has liaised with Arc about the person in question and Arc has determined the issue is of a serious nature.
- 4.8.4 That the Club has, in consultation with Arc, determined that a public EGM to remove the individual would cause undue harm to those that have been victimised or harmed.
- 4.8.5 Notice of a General Meeting must then be presented via the email they provided when signing up to the Club, to the person(s) in question, and the Executive, at least seven (7) days prior to the meeting.
- 4.8.6 This meeting must be held in-camera (privately) and the only people permitted to attend the meeting are:
  - 4.8.6.1 Executive as listed within their Constitution,
  - 4.8.6.2 the person(s) in question,
  - 4.8.6.3 a support person for each of the person(s) in question, as required

4.8.6.4 Any member of Arc Clubs Management, as required

4.8.7 The person(s) in question must be afforded procedural fairness, including five (5) minutes to speak against the motion. (refer to Arc Clubs Policy Section E, 33.5 - 33.11)

4.8.8 The motion is carried by the General Meeting.

4.9 Any member of a Club or Club Executive who believes they have been wrongly expelled may appeal to the Clubs Tribunal, who will arrive at the final resolution of the matter.

4.10 Appeals must be submitted in writing within seven (7) days of receiving the penalty and must include a justification for seeking an appeal.

5 Executive

5.1 The Executive of the club shall be elected from the full members at the Annual General Meeting and shall consist of:

- 5.1.1 One (1) President;
- 5.1.2 One (1) Vice President;
- 5.1.3 One (1) Secretary;
- 5.1.4 One (1) Treasurer;
- 5.1.5 One (1) Arc Delegate;
- 5.1.6 One (1) Technical Officer;
- 5.1.7 Up to two (2) Publicity Officers; and
- 5.1.8 Up to two (2) Social Secretaries.
- 5.1.9 Up to two (2) Equity, Diversity and Inclusion Officers.
- 5.1.10 One (1) Welfare Officer
  - 5.1.10.1 The Welfare Officer is an additional role held by one of the Executives listed from 5.1.1 to 5.1.9, who will be nominated by the Executive after the AGM and before the following EGM.

5.2 The roles of President, Vice President, and Treasurer must be held by different individuals.

5.3 The term of office for each Executive elected at an AGM shall start at the conclusion of Term 3 in the current year and continue for a full calendar year

5.4 The Executive shall be responsible for the following duties;

- 5.4.1 The activities of the club;
- 5.4.2 The finances and financial position of the club; and
- 5.4.3 Overseeing and managing the progress of productions.

5.5 The Executive must conduct Executive Meetings at least once every three (3) weeks during the academic calendar to discuss at least the duties outlined in Section 5.4.

5.6 The Executive is at all times bound by decisions reached in the club Extraordinary General Meetings and Annual General Meetings.

5.7 Any member of the Executive shall have their position declared vacant if they:

- 5.7.1 Die;
- 5.7.2 Cease to be a full member of the club;
- 5.7.3 Are absent from any three (3) consecutive meetings of the club without apology or leave;
- 5.7.4 Have their position declared vacant at an Extraordinary General Meeting; or
- 5.7.5 Take leave for a significant period of time, such as an exchange program.
- 5.7.6 Notify the Executive that they intend to resign their Executive position before the next Annual General meeting.

5.8 Any vacancy on the club Executive must be filled at an Extraordinary General meeting, following the procedures outlined in Section 5.9.

Voting

5.9 Voting for the Executive will take place as follows:

- 5.9.1 The candidates will introduce themselves and may present their case. Each candidate will have five (5) minutes to present their case, unless otherwise specified by the Executive following the procedures of Section 6.5.
  - 5.9.1.1 Full members may, after cases are presented by nominees, nominate themselves and present their case to be considered for the role.
- 5.9.2 Once all candidates have presented their cases, eight (8) minutes will be allocated for

questions from members and responses from candidates, unless otherwise specified by the Executive following the procedures of Section 6.5.

5.9.2.1 Individual members will have thirty (30) seconds to ask questions, after which the addressed candidate or candidates must begin their response. Candidates will have thirty (30) seconds each to respond.

5.9.2.2 No more than two (2) minutes of question time may be dedicated to questions towards any one candidate and that candidate's responses.

5.9.3 Voting for the Executive shall be conducted by secret ballot and will use the 'single transferable vote' system and the 'Droop quota'. If the number of candidates for a position is equal to or lesser than the number of positions available for that position, a candidate will only be elected if a motion of confidence is carried by one-half majority.

5.9.4 Only full members are allowed to vote for any resolution.

5.9.5 Each full member is entitled to one (1) vote.

5.9.5.1 The Executive may announce, in accordance with Section 6.5, a date that individuals must have been registered for full membership by in order to vote for a given set of resolutions. The date of the announcement must be at least seven (7) days prior to the event at which the resolutions will be voted for.

5.9.6 The candidate with the greatest preference amongst voters will take on that particular Executive position.

5.10 Duties of the following Executive positions shall include but not be limited to:

5.10.1 **President**

a) To chair all General Meetings, Extraordinary General Meetings, Annual General Meetings, and Executive Meetings (held during their term) of the club;
b) To oversee and coordinate the activities and administration of the club;
c) To ensure that the Executive performs duties as laid down by The Constitution, through regular email updates, regularly advertised meetings, reports, notices, and/or regular newsletters;
d) To ensure that all other tasks necessary for the running of activities of the club are performed; properly, either by enacting them themselves or delegating the duties;
e) To have a thorough knowledge of The Constitution;
f) To plan the coming year's activities;
g) To act as the official spokesperson for the club;
h) To acquaint each Executive with their functions, responsibilities, and duties and maintain personal contact with them;
i) To liaise with Arc and departments of the University where necessary;
j) To ensure that all required reaffiliation documentation is submitted to Arc within the time period prescribed by Arc.
k) To ensure that the Treasurer submits a financial Report to the club at the Annual General Meeting and to Arc and that they have the club's finances in good order in preparation for Spot Audits by Arc;
l) To ensure that Arc is informed of changes to the Executive;
m) To pass on their knowledge to their successor;
n) Where there is a vote by ballot, to appoint ballot officers with the Executive; and
o) Other duties as in accordance with The Constitution of the club.

5.10.2 **Vice President**

a) In the absence of the president, to chair all Extraordinary General Meetings, Annual General Meetings, and Executive Meetings (held during their term) of the club;

b) To assist the President in overseeing and coordinating the activities and administration of the club;
c) To have a thorough knowledge of The Constitution;
d) To ensure that changes made to The Constitution at an Extraordinary General Meeting or Annual General Meeting are in line with Arc requirements;
e) To ensure that Arc is informed of changes to the Executive;
f) To assist the President in their duties wherever practical; and
g) To maintain an archive of the club's activities.

5.10.3 **Secretary**

a) To be responsible for receiving and replying to all correspondence on behalf of the club;
b) To organise meetings, agendas (in consultation with the President), and minutes;
c) To keep relevant club papers in order;
d) To coordinate elections; and
e) To maintain the membership list, updating when changes are made.

5.10.4 **Treasurer**

a) To keep and maintain all club financial records;
b) To hold petty cash tins;
c) To keep the Executive informed of its financial position through regular email updates, regularly advertised meetings, reports, notices, and/or regular newsletters;
d) To carry out financial transactions as directed by the club management;
e) To not lend money, under any circumstances to themselves, club members, or other clubs;
f) To ensure that financial records are up to date and in good order, so that if they are otherwise unable to continue in their position, the Executive or a newly appointed Treasurer can easily take over;
g) To not put the club in debt that cannot be repaid,
h) To endeavour to record costs and income as closely as possible;
i) To collect receipts and dockets to validate all expenditures of the club;
j) To always provide a description and reference on any internet banking or app banking payments made.
k) To provide a receipt to a person who gives money to the club for any reason and to bank all money received immediately;
l) To ensure the cheque account has at least two and not more than three signatories from the Executive;
m) To ensure that club funds are not misused at any time;
n) To ensure that when smaller amounts of money are spent (petty cash) a receipt or docket is obtained; and
o) To ensure that under no circumstances are any expenses to be met without documentation.

5.10.5 **Arc Delegate**

a) To be aware of the Arc funding system, its requirements and its possibilities for the club;
b) To communicate with the Executive before and after each Arc Clubs General Meeting to pass on information from said meeting;
c) To liaise with Arc and the Executive;
d) To have a good working knowledge of Arc forms; and

e) To attend Arc Club's General Meetings or nominate a fellow Executive to attend on their behalf, or to send apologies in advance in the form of a written note or email detailing their name, club, and the date of the meeting they cannot attend.

5.10.6 **Social Secretary**

a) To organise and run social activities for the club.

5.10.7 **Publicity Officer**

a) To publicise the club;
b) To maintain any club website;
c) To maintain any club social media; and
d) To maintain the consistency and quality of all items representing the club to the general public.

5.10.8 **Technical Officer**

a) To provide club members with opportunities to build skills through technical workshops; and
b) Support and advise the technical aspects of productions that the club conducts, where necessary.

5.10.9 **Equity, Diversity and Inclusion Officer**

a) Fostering an inclusive culture within the Club;
b) Facilitating & promoting the engagement of non-majority demographics of the Club (which may include culturally diverse students, students with disabilities, female students, gender diverse students and LGBTQIA+ students and Indigenous students);
c) Engaging & representing student members of non-majority demographics of the Club;
d) Ensuring the Club takes into consideration needs and requirements of non-majority demographics of the Club in its events and activities, such that all of events are as inclusive as possible and appropriate for non-majority demographics (including but not exclusive to minimising the number of events in the year that coincide with cultural holidays)
e) Ensuring that all Club communications can be understood clearly by all students (e.g avoiding the use of slang and idioms);
f) Being an accessible contact for members, UNSW students and UNSW staff for matters regarding equitable events, activities, conduct and diversity within the Club;
g) Providing guidance to representatives of the Club (Executives, committee members, volunteers, production teams, cast, crew, band etc) on appropriate ways to communicate and behave inclusively;
h) Keeping apprised of any significant issues affecting students from non-majority demographics within the Club and report any relevant issues to the Club Executive;
i) Monitoring engagement and membership of students from non-majority demographics within the Club and provide regular updates to the Club Executive.
j) To establish communication with representatives and societies of non-majority demographics.

5.10.10 **Welfare Officer**

a) To foster an inclusive culture within the Club
b) To lead efforts ensuring that your internal Club culture is positive and to prioritise and foster wellbeing and balance within the Club;

c) Ensure that Club events will not result in poor wellbeing outcomes and will not lead to grievances from Club members and/or executives;
d) To be an accessible contact for members, UNSW students and UNSW staff in receiving complaints and grievances relating to the Club and on any matters regarding equity of events and activities as well as conduct and diversity within the Club.
e) To investigate grievances (where necessary) and resolve grievances or make recommendations to the Club Executive on the resolution of grievances;
f) To act in a fair, ethical and confidential manner in the performance of their duties, and pass on their responsibilities for specific grievances to other Club Executives if they cannot act impartially; and
g) To notify those involved of the outcome of the grievance.
h) To not act as counsellor during any grievances, but to ensure that anyone experiencing distress is provided with adequate resources on who to speak to or where to go to seek professional advice or help.
i) To facilitate, promote, and engage non-majority demographics of the Club, and ensure that the Club takes into consideration the needs and requirements of non-majority demographics to make their events and activities as inclusive as possible.
j) Provide guidance to members and representatives of the Club on appropriate ways to behave and to communicate inclusively.
k) Ensure that all Club communications can be understood clearly by all students by avoiding the use of slang and idioms, where practicable;
l) Monitor engagement, membership and any significant issues from students relating to non-majority demographics within the Club and provide reports to Club Executive as required;
m) Undertake training as required to build understanding of how to look out for your peers and how to improve the internal culture of your Club; and,
n) Other relevant duties as required.

5.11 Executive positions that become vacant less than 1 month before the yearly affiliation period may be filled by majority vote of the Executive. People appointed this way will be ‘Acting’ in the position, may not be the President or Treasurer, may not be a bank signatory and cannot act as Arc Membership Portal administrators.

6 Meetings

6 Meetings

6.1 For the purposes of Section 6, a meeting shall mean an Annual General Meeting or Extraordinary General Meeting.

Returning officer

6.2 At least one (1) Returning Officer must be appointed by the Executive prior to a General Meeting at which an election will take place.

6.3 The Returning Officers duties are as follows:

6.3.1 Returning Officer

6.3.1.1 Ensure that they are at all times impartial and objective and cannot be determined to have a real or perceived conflict of interest by Club members, Executive or by Arc Clubs Management.

6.3.1.2 Ensure that all elections are run fairly and in line with the rules set out by this Club's Constitution and according to Arc Clubs Policy and Procedure.

6.3.1.3 Prepare and circulate all notices of election, nominations, voting and proxies to be held as part of any General Meeting in which an election is to take place.

6.3.1.4 Provide all members with access to an email address that is designated for use by the Returning Officer over the course of their duties.

6.3.1.5 Accept all nominations submitted that satisfy the rules of this Club's Constitution and Arc Clubs Policy and treat any defective or late nominations in the manner prescribed by this Club's Constitution and/or Arc policy.

6.3.1.6 If voting is to take place online, ensure that the appointed Returning Officer(s) are the only person(s), alongside Arc Clubs Management, with access to the voting forms and spreadsheets.

6.3.1.7 If voting is to take place in person, ensure that they have provided all members with instructions surrounding proxies, have received any proxies via accepted channels and determined the validity of proxies submitted prior to the General Meeting taking place.

6.3.1.8 Runs the portion of the General Meeting pertaining to the election of candidates

6.3.1.9 Allows for at least 1 scrutineer per candidate, (who cannot be the candidate themselves) to be present for the counting of votes, if this is held in person, or for that person to be provided access to the voting sheets if the election was held online.

6.3.1.10 To present a report announcing all successful candidates following the conclusion of the voting process.

6.3.1.11 Where there is a clash between this Club's Constitution and Arc Clubs Policy, Arc Clubs Policy takes precedence.

Annual General Meetings

6.4 There shall be one Annual General meeting every calendar year.

6.5 Notice in the form of an agenda for the Annual General Meeting shall be no less than fourteen (14) days, and is to be:

6.5.1 Given in writing to Arc;

6.5.2 Given in writing to all Club members, or upon approval by Arc displayed in a way that will guarantee an acceptable level of exposure among Club members.

6.6 Quorum for the Annual General Meeting shall be:

6.6.1 Ten (10) or one half of the Club membership, whichever is the lesser, for all Clubs with less than 75 members, and for any other Club that has been active for less than 18 months from the time they first affiliated to Arc; or,

6.6.2 Fifteen (15) ordinary members for all Clubs with more than 75 members that have been active for more than 18 months from the time they first affiliated to Arc. An ordinary member is defined as a member of the Club that did not serve as Executive in the current year.

6.7 At an Annual General Meeting:

6.7.1 Reports shall be presented by at least the President and the Treasurer;

6.7.2 Full financial reports shall be presented and adopted;

6.7.3 Constitutional amendments and other motions on notice may be discussed and voted upon.

6.7.4 The Chair will hand over the meeting to the Returning Officer who will:

6.7.4.1 Hold elections for a new Executive; and/or if this has already happened online,

6.7.4.2 Announce the winners and any other relevant information to attendees as required, before handing the meeting to the new, Incoming President, or in their absence, a duly elected Chair.

6.8 Full minutes of this meeting, including a list of the new Executive, written financial reports, and constitutional amendments, shall be forwarded to Arc within fourteen (14) days of the meeting.

Extraordinary General Meetings

6.9 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 6.11

6.10 The format, procedures, notice and quorum for an Extraordinary General Meeting shall be the same as for an Annual General Meeting, except that Executive elections will not be held unless specifically notified.

6.11 To petition for an Extraordinary General Meeting, twenty (20) members or half of the Club membership, whichever is the lesser, must petition the Executive in writing.

6.12 Such a petitioned meeting must be held within twenty-one (21) days, but no sooner than fourteen (14) days.

6.13 There shall be other general meetings of the Club as the Executive sees fit.

Meetings

6.14 General requirements for all meetings are as follows:

6.14.1 All voting at meetings shall be with a simple majority required for a resolution to be passed;

6.14.2 Each member is entitled to one vote;

6.14.3 Directed proxies shall be allowed in meetings and the procedure shall comply with the requirements of Arc;

6.14.4 Only a Returning Officer, or in their absence, meeting Chair, may hold proxy votes.

6.14.5 Elections for Executive shall use the “optional preferential” system;

6.14.6 In the case of equality of voting a countback will be held, with the candidate that received the most first preference votes winning. If there is another tie, the second preference votes will determine the winner, and so on, until a winner is determined;

6.14.7 In the event a vote is completely and evenly matched, a re-vote will be held.

6.14.8 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General Meeting;

6.14.9 Constitutional changes passed at an Annual or Extraordinary General Meeting must be

approved by Arc for the Club to remain affiliated with Arc.

6.14.10 Motions not pertaining to Constitutional changes may be raised at the Meeting from any member in attendance.

7 Finance

7.1 The club shall hold an account with a financial institution approved by Arc.
7.2 The Executive must approve all accounts and expenditures for payment.
7.3 All financial transactions shall require the authorisation of at least two (2) bank signatories.
7.4 The club shall nominate three (3) Executives as signatories for the account, one of which must be the club Treasurer.
7.5 The financial records of the club shall be open for inspection by Arc at all times.
7.6 The assets and income of the organisation shall be applied solely in furtherance of the above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

8 Productions

8.1 The club shall produce a number of productions each calendar year.

8.2 The Executive shall publish the date for production slots at the beginning of the year. It may contain, but is not limited to, the following:

8.2.1 The venue in which the production will take place;

8.2.2 The dates and times of the performances;

8.2.3 The date from which proposals will be accepted;

8.2.4 The date before which proposals must be sent to the Secretary; and

8.2.5 The date of the Extraordinary or Annual General Meeting at which the proposals will be voted upon.

8.3 There must be at least fourteen (14) days between the date from which proposals will be accepted and the date before which proposals must be sent to the Secretary.

8.4 If an extra slot becomes available during the year, the Executive must notify members immediately.

Proposals

8.5 A proposal must be submitted by a Production Team. The Production Team must include at least a Producer, Director and Music Director.

8.5.1 Any member without a Production Team who wishes to submit a proposal may submit an expression of interest to the Executive with the details of their proposal and the positions needed to be filled.

8.5.2 Members may submit an application to the Executive to fill a vacant Production Team position as listed in an expression of interest.

8.5.3 At least one of either the Producer, Director, or Music Director of a Production team must be a full member.

8.5.4 Upon proposal, production teams can only have the positions of Producer, Director, Music Director, Vocal Director and Choreographer filled. These can be co-positions of two or more people and can include Assistant positions. Other positions must be advertised to all Club members.

8.6 The due date for proposals to be sent to the Executive must be at least seven (7) days before the meeting at which they will be pitched, unless otherwise specified by the Executive. The Executive should review all proposals and communicate their thoughts with the Production teams before the meeting at which they will be pitched.

8.7 The Executive may request that a Production Team make specified changes to their submitted proposal. Updated proposals must be sent to the Secretary at least one (1) day before the meeting at which they will be pitched.

8.7.1 The Executive may request that there is a minimum proportion or minimum number of full UNSW Club members to be involved in a particular production.

8.7.2 If the Executive deem a proposal financially unviable, offensive or malicious in manner, or unsuitable for any other reason, the proposal may be rejected by a two-thirds majority vote of the Executive. The Executive must state its case to the Production Team of the proposal, and the Production Team's response must be considered as soon as possible before the meeting is intended to be pitched. After the Production Team's response, another vote will be conducted by the Executive on the decision to veto the production. If a two-thirds majority is achieved within the Executive, then the proposal is considered to be vetoed and the Production Team's proposal will not be pitched at the meeting.

8.8 At least one (1) person from the Production Team must be present at the meeting at which the

proposal is pitched.

8.9 A pitch must contain at least the following:

8.9.1 A list of the proposed Production Team;

8.9.2 A synopsis of the show;

8.9.3 A list of positions;

8.9.4 A budget for the production;

8.9.5 A draft rehearsal schedule;

8.9.6 An outline of the audition process, if there are to be auditions;

8.9.7 A timeline indicating all the important dates for the production;

8.9.8 The venue at which the production will take place;

8.9.9 The performance dates and times; and

8.9.10 Whether the rights are likely to be available.

8.9.9.1 Production Teams should investigate whether the rights are likely to be available but must not personally contact the rights holders. Only the Executive may personally contact the rights holders.

8.9.11 A director's note outlining their overarching creative vision for the show.

8.9.12 A musical director's note outlining their overarching musical vision for the show, and how they will complement the director's vision.

8.9.13 A producer's note outlining their vision for how the creative and rehearsal processes will be managed, along with how the wellbeing of production members will be ensured and prioritised.

8.9.14 Any other requirements, such as health contingencies, as the Executive deems necessary.

Voting

8.10 Voting for a Production will take place as follows:

8.10.1 Production teams will introduce themselves and present their case. Each production team will have five (5) minutes to present their case, unless otherwise specified by the Executive following the procedures of Section 6.5.

8.10.2 Following each production team's presentation, five (5) minutes will be allocated for questions from the Executive and responses from the production team, unless otherwise specified by the Executive following the procedures of Section 6.5

8.10.3 Eight (8) minutes will then be allocated for questions from non-Executive members and responses from the production team, unless otherwise specified by the Executive following the procedures of Section 6.5.

8.10.3.1 Individual members will have thirty (30) seconds to ask questions, after which the production team must begin their response. Duration of responses is up to the discretion of the production team, within the constraints of remaining question time.

8.10.4 Voting for a Production shall be conducted by secret ballot and will use the 'single transferable vote' system and the 'Droop quota'. If only one production is proposed, said production will only be elected if a motion of confidence is carried by one-half majority of members in attendance.

8.10.5 Only members, excluding those on a proposal's Production Team, are allowed to vote for any resolution;

8.10.5.1 The Executive may announce, in accordance with Section 6.5, a date that individuals must have been registered for full membership by in order to vote for a given set of resolutions. The date of the announcement must be at least seven (7) days prior to the event at which the resolutions will be voted for.

8.10.5.2 The Executive may announce that a production vote may be restricted to full members. The date of the announcement must be at least seven (7) days prior to the event at which the resolutions will be voted for.

8.10.6 Each full member, is entitled to one (1) vote;

8.10.7 The proposal with the greatest preference amongst voters will be appointed as the production for the relevant slot.

8.10.8 If the final result is tied, the Executive will cast a revote, with a one-half majority being necessary for the production to be voted in.

Productions

8.11 Only members may participate in a production presented by the club.

8.11.1 If a participant in a production is not a member after two (2) weeks of involvement in the production, the Executive may remove them from the production. Individuals must be notified one (1) week before the date on which they may be removed.

8.12 The Production Teams of a production that are voted in must meet with the Executive at least once every three (3) weeks during the academic calendar. The first meeting must be within one (1) week of being voted in before any steps are taken in the production, including publishing auditions. The last meeting must be at least one (1) week after show week. The meetings must discuss at least:

8.12.1 The progress of the production;

8.12.2 Expenses incurred;

8.12.3 Whether revenue and expenses are meeting the budget; and

8.12.4 Any substantial differences between the production and the proposal.

8.13 If a production is voted in and at any time becomes unable to be produced, the Executive may appoint the proposal with the next greatest preference of voters from the Extraordinary General Meeting at which the production was voted in as the replacement production. Otherwise, an Extraordinary General Meeting may be held to vote in another production, following the procedures outlined in Section 8.

8.13.1 A production may be deemed unviable decided by a ⅔ majority vote of the Executive, providing justification for the vote, which may include but is not limited to: not meeting the initial proposal, financially unviable, or significant changes in a way which the Executive deems unviable.

8.13.2 If a production is deemed unviable by the Executive, then the Executive must contact the Production team specifying the concerns the Executive have, including the reason why the vote in 8.13.1 was called.

8.13.3 There must be a period of time where the production team can meet with the Executive, outlining their responses to the concerns of the Executive and the changes they may plan to implement to address these issues.

8.13.4 If the response of the production team is insufficient in the Executive's opinion, a vote of no confidence may be called on the viability of the show as per 8.14.2

8.14 Any situations which arise that require a response from the Production Team that does not meet the outline of their proposal must be discussed with the Executive immediately to determine an appropriate response.

8.14.1 If members of a production take actions that are not outlined in their proposal without consulting the Executive, the Executive may issue a warning outlining what actions must be taken immediately by the Production Team.

8.14.2 If these issues are not addressed by the Production Team, the Executive may vote to remove the Production Team or cancel the production, with a majority vote of two-thirds required to pass the motion.

8.15 If a Production Team member is unable to remain in the Team for any reason, the Executive must be notified as soon as possible. The Production Team or Executive may choose to advertise this vacancy to members, or agree to modify the roles of existing members of the Team.

8.15.1 The modified names and roles of the Production Team should be submitted to the Executive for approval. If the Executive does not approve the new Production Team, or feel that the Production Team has changed significantly, the Executive may choose to hold an Extraordinary General Meeting. The new Production Team should be proposed to members present at this meeting. A secret ballot should be conducted. The approval of the new production team requires a simple majority of full members present.

8.15.2 If all members of a Production Team are unable or unwilling to continue with the Production, then the Executive may perform the actions outlined in Section 8.13.

8.16 The Executive must nominate at least one (1) member of the Executive to be the Executive Wellbeing Officer of the production. The nominated Officer must not have a conflict of interest with the production.

8.16.1 The Production Team must nominate one (1) member of the cast to be the Cast Wellbeing Officer of the production.

8.16.2 Wellbeing Officers can bestow their responsibility onto another member of the cast or Production Team or Executive member respectively if they cannot commit to solving grievances and being present during rehearsal time.

8.16.3 Wellbeing Officers must be established within the first three (3) weeks of the production.

8.16.4 A Wellbeing Officer must be contactable by everyone involved in the production.

8.17 If the Executive and/or Production Team identify any member of the Production Team or related bodies, such as the cast, crew or band of the show, that is continually absent at rehearsals or meetings, uncontactable, not performing required tasks that are crucial to the Production, significantly hindering the wellbeing of members of the Production or any similar misdemeanour, their relevant actions must be discussed at a meeting between the Executive and the Production Team. The Executive Wellbeing Officer, Welfare Officer and the member in question should also be present at the meeting.

8.17.1 If the issue cannot be resolved through compromise, a commitment to change in behaviour, a change in responsibilities, or similar action, then a motion to remove the member from the Production may be introduced at the meeting by any member present.

8.17.2 If the member in question is not present at the meeting, then a notice of the motion to remove them from the production must be transmitted to them in writing as soon as possible. They are to be given at least five (5) days to respond to explain their absence and give reasons as to why they should not be removed from the Production. A vote on the motion cannot be held before this minimum five (5) day period has elapsed. Following a reply, a subsequent meeting can be held in order to attempt a compromise, as outlined in Section 8.17.

8.17.3 Following the introduction of the motion at a meeting as outlined in 8.17.1, a secret ballot of the Executive and Production Team, excluding the Welfare Officer and the person in question, will be held, with a two-thirds majority required for the motion to pass.

8.17.4 Following a passed motion to remove a member from the Production, the Executive and/or the Production Team should explain the reasons for removal to other members of the Production unless this would infringe on personal, private or confidential issues or if it would significantly impact the wellbeing of any members of the Production or the Executive.

8.18 If payments are made by members of a production on behalf of the production, with approval of the Executive and Production Team, the Individual must be reimbursed within one month of bump-out.

9 Constitutional Amendment

9.1 Any motion to amend The Constitution must be communicated to the Executive body by an Executive at least seven (7) days prior to the Executive Meeting at which the motion will be considered.

9.2 An Executive will discuss their motioned Constitutional amendment at the relevant Executive Meeting. A vote will be conducted of the Executive in attendance to pass or reject the motion, with a majority vote of one half required to pass the motion.

9.3 The passed motion must be submitted to and approved by Arc.

9.4 The Secretary must give notice of the approved motion pursuant to Section 6.5.

9.5 The resolution to amend The Constitution will be discussed at the Extraordinary General Meeting by the Executive.

9.6 Five (5) minutes will be allocated for questions from members and responses from the Executive.

9.6.1 Individual members will have thirty (30) seconds to ask questions, after which the Executive must begin their response. Duration of responses is up to the discretion of the Executive, within the constraints of remaining question time.

9.7 A vote will be conducted of the full members in attendance, with a majority vote of two-thirds required to pass the motioned amendment.

9.7.1 Only full members are allowed to vote for any resolution.

9.7.2 Each full member is entitled to one (1) vote.

9.7.3 For any motion that instigates at least three (3) minutes of discussion, the Executive may decide that the vote be conducted by secret ballot.

9.7.4 During the counting of votes of a secret ballot, members may nominate themselves to scrutinise the count of votes.

10 Dissolution

10.1 Dissolution of the club will occur after the following conditions have been met:

10.1.1 Procedures for notifications as set out in Section 6.5 are followed, and the reasons for the proposed dissolution are included with the notification to Arc;

10.1.2 Quorum for the meeting to dissolve the club shall be twenty (20) members or three-quarters of the club membership, whichever is lesser;

10.1.3 No other business maybe conducted at the meeting to dissolve the club;

10.1.4 After the petitioning body has stated its case any opposition must be given the opportunity to reply, with at least ten (10) minutes set aside for this purpose;

10.1.5 A vote is taken and the motion to dissolve lapses if opposed by fifteen (15) or more members of the club.

10.1.6 If the motion to dissolve is carried, Arc must be notified within fourteen (14) days.

10.2 Dissolution of the club will also occur if the club has been financially and administratively inactive for a period of eighteen (18) months.

10.3 In the event of the organisation being dissolved, the amount that remains after such dissolutions and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which are not carried on for the profit or gain of its individual members.

10.3.1 The club is not to distribute assets to members.

10.3.2 The organisation may be nominated at the dissolution meeting of the club. If no other legitimate club or organisation is nominated, Arc will begin procedures to recover any property, monies or records belonging to the club which it perceives would be useful to other Arc-affiliated clubs. The club will be given twenty-one (21) days to forward all relevant items to Arc before any action is investigated.