STAG Constitution 2022-2023

This is the current amendment of the constitution of Student Theatre at Glasgow (STAG).

1 Name

1.1 The name of the society shall be ‘Student Theatre at Glasgow’, abbreviated ‘STAG’.

2 Aims

2.1 To provide opportunities for members to take part in and enjoy all aspects of theatre, its production and creative process.

2.2 To provide and promote equal opportunities, whatever a person’s race, colour, ethnic or national origin, religion, beliefs, sex, sexual orientation, gender identity, age, physical or mental disability, state of health, appearance, marital status, caste or family circumstances.

2.3 To make every effort to take theatre beyond the context of the University, using members’ experience to the benefit of the local community.

3 Activities

3.1 The society shall support the production of theatre, in the form of affiliated productions

.3.2 All affiliated productions shall fulfil the following criteria

:3.2.1 All participants must be members of the society;

3.2.2 The society must be acknowledged in all promotional materials;

3.2.3 Open auditions must be held and advertised to the entire membership, unless certain circumstances prevent this, as deemed by the Board.

3.2.4 No roles or positions can be predetermined, unless certain circumstances prevent this at the discretion of the Board. This mandate does not apply to co-directors who propose together.

3.3 The support given to affiliated productions shall include, as deemed appropriate by theBoard, or appropriate Board member(s):

3.3.1 financial support;

3.3.2 provision of rehearsal and performance space;

3.3.3 advertisement for and recruitment of participants;

3.3.4 props, set, and costume;

3.3.5 tech support;

3.3.6 any other appropriate help or advice.

3.4 For each affiliated production, not including festivals co-ordinated by the Vice Presidents,the Board shall appoint, in conjunction with the director, one of its members to observe the production process and ensure that the Board is kept informed of its progress.

3.4.1 This member will be known as the Production Manager.

3.4.2 They are a point of contact for production team, cast and crew who may have questions or issues, but are never expected to take a creative role in the production as Dramaturge, Stage Manager or any other part of the cast or crew.

3.4.3 As appointed by the relevant Vice President, members of the festival committee will fulfil the role of Production Managers for individual festival productions.

3.4.4 These committee representatives have less responsibilities–as defined by their VicePresident–and are directly accountable to the Vice President of the festival in operation.3.5 The society shall provide opportunities for training and education in all aspects of theatre, through teaching, workshops and collaborative learning.

4 Membership

4.1 Membership shall be open to all registered students of the University of Glasgow.

4.2 Membership shall also be open to non-students and students of other educational institutions, providing the conditions of 4.3 are met.

4.3 Members who are not matriculated students of the University of Glasgow shall not account for more than 20% of the total membership, as required by the Glasgow UniversityStudent Representative Council (SRC).

4.4 Membership shall be granted on payment of a membership fee determined by the Board.

4.5 Membership shall terminate at the start of the following academic year.

4.6 The Board shall have the power to suspend or terminate the membership of any memberfor:

4.6.1 breach of any regulation of the society, or

4.6.2 any conduct which, after appropriate investigation and deliberation by the Board, is considered severely detrimental or damaging to the society.

4.7 Any member who has their membership suspended or terminated can have their membership reinstated at no additional cost if an Extraordinary General Meeting called for that purpose should so decide.

5 Board

5.1 The administration of the society shall be conducted on behalf of the membership by theBoard.

5.2 The Board shall be comprised of the following positions, with duties as listed:

5.2.1 President

5.2.1.1 shall be ultimately responsible for coordinating the activities of the Board, and ensuring that Board members are aware of their duties;

5.2.1.2 shall normally chair Board meetings and General Meetings;

5.2.1.3 shall be ultimately responsible for representing the society to the public and other outside parties;

5.2.1.4 shall together with the Financial Secretary be a full power signatory of the bankaccount.

5.2.1.5 shall coordinate the annual elections together with the General Secretary, unless the conditions of 8.8.1 are met.

5.2.2 Vice President–STAG Nights

5.2.2.1 shall be responsible for organising the STAG Nights Festival.

5.2.2.2 may not be involved in STAG Nights in any other capacity than Festival Director.

5.2.2.3 shall fulfil duties of the President that the President is unable to do, together with the Vice President–New Works.

5.2.2.4 shall ensure the anonymity of the applicants provided the applicant is not selected for the festival

5.2.3 Vice President–New Works

5.2.3.1 shall be responsible for organising the New Works Festival;

5.2.3.2 shall otherwise strive to encourage and provide opportunities for new writing and devising.

5.2.3.3 may not be involved in New Works in any other capacity other than Festival Director.

5.2.3.4 shall ensure the anonymity of the applicants provided the applicant is not selected for the festival

5.2.3.5 shall fulfil duties of the President that the President is unable to do, together with theVice President–STAG Nights.

5.2.3.6 shall work in the role of a Producer in order to successfully aid the New WorksFestival Winner if it goes to the Edinburgh Festival Fringe.

5.2.4 Financial Secretary

5.2.4.1 shall ensure the financial wellbeing of the society;

5.2.4.2 shall keep records of the society's accounts;

5.2.4.3 shall approve and oversee all budgets for all expenses the society may incur;including but not limited to affiliated productions, venue hire, backstage investments, socialsand workshops costs, and Freshers Week.

5.2.4.4 shall collaborate with the General Secretary to look for and oversee the applications for grants that are relevant to specific productions or the betterment of the society.

5.2.4.5 shall ensure that the Board is adequately informed of the current state of the society's finances.

5.2.4.6 Shall together with the President be a full power signatory of the bank account.

5.2.5 General Secretary

5.2.5.1 shall ensure that the constitution is kept up to date, and accessible, and work with the President to ensure that the Board and the society's members do not knowingly violate the constitution.

5.2.5.2 shall ensure that all forms and other materials relevant to the administration of the society are kept up to date and made available where required.

5.2.5.3 shall normally prepare and distribute minutes for Board meetings and General Meetings;

5.2.5.4 shall keep a current and accurate list of members;

5.2.5.5 shall ensure that all participants in affiliated productions become members of the society.

5.2.5.6 shall collaborate with the Financial Secretary to look for and oversee the applications for grants that are relevant to specific productions.

5.2.5.7 shall coordinate the annual elections together with the President, unless the conditions of 8.8.1 are met.

5.2.5.8 The General Secretary shall be responsible for preserving and updating the societies archive. They shall ensure that the following information is recorded and passed on: the constitution, minutes of Board and General Meetings, the names and titles of all Board Members, Membership lists, and records of affiliated productions including publicity materials. In addition to preserving this information whenever possible the General Secretaryshould increase the societies knowledge of its own history.

5.2.7 Social Convenor

5.2.7.1 shall ensure an adequate provision of social events for members;

5.2.7.2 shall be responsible for planning and organising such events.

5.2.7.3 shall be responsible for the planning and organising of fundraising events, at the discretion of the Financial Secretary.

5.2.7.5 shall be in charge of co-ordinating Freshers' week events for the society.

5.2.8 Publicity Officer

5.2.8.1 shall work with the Design Officer to ensure that affiliated productions and the society itself are publicised effectively.

5.2.8.2 shall ensure that the activities of the society are communicated adequately to the membership.

5.2.8.3 shall normally represent the society in liaising with the media.

5.2.9 Design Officer

5.2.9.1 shall work with the Publicity Officer to ensure that affiliated productions and the society itself are publicised effectively.

5.2.9.2 In collaboration with the Publicity Officer, the Design Officer shall facilitate the design of all the societies promotional and publicity materials.

5.2.10 Technical Manager

5.2.10.1 shall, together with the Backstage Manager, ensure that affiliated productions have adequate technical and backstage support and that all risk assessments and safety precautions have taken place;

5.2.10.2 shall be responsible for the security and condition of the society's technical equipment.

5.2.11 Backstage Manager

5.2.11.1 shall, together with the Technical Manager, ensure that affiliated productions have adequate technical and backstage support and that all risk assessments and safety precautions have taken place;

5.2.11.2 shall be responsible for the security and condition of the society's props, costume,and set.

5.2.12 Venues Manager (2)

5.2.12.1 shall be responsible for the security and condition of the society premises.

5.2.12.2 shall be responsible for facilitating the booking of venues and rehearsal spaces for affiliated productions and STAG events including, but not limited to, socials and workshops.

5.2.12.3 shall allocate the responsibilities between the two of them.

5.2.13 Community and Welfare Officer

5.2.13.1 Shall encourage involvement and activities to boost community amongst the STAG membership throughout the year.

5.2.13.2 Shall work collaboratively with fellow Board members to continuously develop a positive reputation for STAG within the Glasgow community and beyond.

5.2.13.3 Shall work collaboratively with the Workshops Officer to elevate a sense of community within the society and establish or maintain positive working relationships when working both within and outside the Glasgow community.

5.2.13.4 Upon election to the position the Community and Welfare Officer should undergo welfare training with the Glasgow University Student Representative Council (SRC).

5.2.13.5 The Community and Welfare Officer shall be responsible for ensuring the fair representation of members, adjudicating on behaviour that is/is not acceptable, and providing support and resources for the well-being of members.

5.2.13.6 They shall act as a bridge between any concerned society member and the board and shall ensure all members are treated with respect.

5.2.13.7 They shall be a point of contact for any members to voice concerns to be treated with sensitivity and care at a point before becoming an official complaint. This may include(but is not limited to) treating complaints confidentially, mediating between parties without notification of the Board, or with notification of the Executive Board with a view toward making an official complaint, at the Welfare Officer's discretion.

5.2.13.8 In matters of formal punishment, the Community and Welfare Officer is to act as an arbitrator of defending party.

5.2.13.9 The Community and Welfare Officer will oversee the Production Managers in everySTAG production.

5.2.13.10 Shall work to promote diversity and equality within the society and ensure the point 2.2 of the constitution is upheld.

5.2.13.11 shall b responsible for ensuring that the membership is notified of the accessibility of event spaces (including but not limited to socials, workshops and performances)

<u>5.2.14 Workshops Officer</u>

5.2.14.1 Shall facilitate a wide range of workshops from STAG members, industry professionals, any other applicable individuals that cover all roles within theatre.

5.2.14.2 Shall work to build on and reflect the interests of the membership and further the skills of the society.

5.2.14.3 Work collaboratively with the Community and Welfare Officer to elevate a sense of community within the society and establish or maintain positive working relationships when working both within and outside the Glasgow community.

<u>5.2.15 First Year Ordinary Board Members (2)</u>

5.2.15.1 shall not have been members of the society in any previous year;

5.2.15.2 shall ensure that the interests of first years and new members are represented;

5.2.15.3 shall otherwise function as Ordinary Board Members.

5.3 The President, Vice Presidents, General Secretary, and Financial Secretary shall constitute the Executive.

5.3.1 In addition, all members of the Executive Board–as well as the role of VenuesManagers and the Community and Welfare Officer–must be registered students at theUniversity of Glasgow and must not have opted out of Student Representative CouncilRepresentation under the Education Act of 1994.

5.4 Only members of the society may hold a Board position.

5.5 All Board members are free to audition, propose to write or direct a play, take on a backstage role or a position in the technical team.

5.5.1 This is withstanding a Board member operating as production manager or Vice President. They may not audition, direct, take on a backstage role or have a position in the technical team for the production they are operating as Production Manager or the festival for which they are responsible for as Vice President.

5.5.2 A Board member may operate as a committee representative and are still free to audition, propose to write or direct a play, take on a backstage or a position in the technical team.

5.5.3 If it is believed that a Board member is not performing their board duties due to their role in a production, a formal complaint can be reported to the Production Manager for the production the board member is involved in or the Vice President of the festival that board member is involved in.

5.5.4 The production manager or Vice President must then call a meeting. If the Board member is involved in a production excluding festivals co-ordinated by the Vice Presidents then the meeting will include the director, the board member in question, the production manager and the President. If the board member is involved in a festival, the meeting will include the director, the board member, the Vice President and the President.

5.5.5 If the Board member is the director then they shall attend the meeting in both capacities and only hold one vote.

5.5.6 If the President is the director or is the Board member in question, they shall attend the meeting in both capacities and only hold one vote.

5.5.7 If the complaint involves the production manager, the complaint shall be processed by the Communities and Welfare officer or if this is inappropriate the complaint shall be processed by the President

5.6 A member may only hold one Board position at a time.

5.7 All positions except First Year Ordinary Board Members shall be elected in accordance with the procedures in Section 8.

5.8 First Year Ordinary Board Members shall be appointed by the Board within a month of the end of Freshers' Week. The method of appointment shall be at the discretion of theBoard, but the opportunity shall be advertised to the entire membership, and applications shall be open to all members who are eligible to hold the position.

5.9 The Board as a whole will strive to ensure that all board members are adequately assisted in carrying out their duties.

5.10 Once appointed, Board members shall have the right to hold office until the following election, except in the event of any of the following:

5.10.1 Any Board member may resign, upon written notice to the Board.

10.2 Any Board member who, without good cause, misses three consecutive Board meetings may be removed from the Board if a two-thirds majority of the rest of the Board so decides.

5.10.3 Any Board member who is deemed not to be carrying out their duties shall be subject to the complaint's procedure (12.10). If any issues are not resolved through this the board member may be removed from the Board if a two-thirds majority of the rest of the Board so decides.

5.10.4 Any Board member may be removed from the Board if decided by a two-thirds majority of those present at an Extraordinary General Meeting called for that purpose.

5.10.5 The Board may be dissolved if decided by a two-thirds majority of those present at an Extraordinary General Meeting called for that purpose. An election shall then be called to fill all Board positions.

5.11 In the event of a non-Executive Board position becoming vacant, the Board shall appoint a member to fill the vacancy. The method of appointment shall be at the discretion of the Board, but the opportunity shall be advertised to the entire membership, and applications shall be open to all members who are eligible to hold that position.

5.12 In the event of an Executive Board position becoming vacant, an Extraordinary General Meeting shall be called to elect a successor. This meeting shall be considered an election,and as such shall adhere to the requirements of Section 8.

5.13 The Board shall make every effort to ensure that the society is in a better general condition when they pass it on than it was when they inherited it.

6 Board Meetings

6.1 The Board shall normally meet weekly during term time, unless it decides otherwise, and additionally at the discretion of the Board.

6.2 A general meeting shall be held near the end of semester one, which any member may attend. Such meeting shall be advertised to the entire membership.

6.3 Board meetings shall be chaired by the President, or if the President is absent, by one of the Vice Presidents. If both Vice Presidents are unavailable then another Board member,assigned by the President, shall chair the meeting.

6.4 The General Secretary shall take minutes at Board meetings, and ensure that the minutes are available to all members. If the General Secretary is unable to take minutes,another Board member present shall be appointed to do so.

6.5 The quorum for Board meetings shall be half of the Board members who are eligible to vote, rounded up.

6.6 Where consensus cannot be achieved, or if a Board member requests it, the Board shall make decisions by voting.

6.7 Each Board member shall have one vote, excluding members who are non-registered students at the University of Glasgow and those who have opted out of Student Representative Council representation under the Education Act 1994. In the event of a tie between two alternatives, the President shall have a casting vote.

6.8 In the case of awarding affiliation to a production, or adding members to the non-Executive Board, at least a 2/3 majority of those voting (i.e. not abstaining) shall be required for a motion to be passed. If a decision is not reached, i.e. in the case of a vote for “Re-Open Nominations” (R.O.N.), the Board shall re-open applications for a further week and vote again at the end of that additional time.

6.9 In all other cases at least a majority of those voting (i.e. not abstaining) shall be required for a motion to be passed.

6.10 Decisions not requiring a 2/3 majority can be vetoed by the President

6.10.1 Veto must be made during the Board meeting at which the decision was made.

6.10.2 In the event of a veto taking place, the President will leave the room and the General Secretary will chair a vote to uphold the veto.

6.10.3 Voting will be by secret ballot

.6.10.4 The veto is overruled if at least 75% of those voting so decide, otherwise it is upheld.

6.10.5 In the event of the veto being overruled, the President will chair further discussion on the topic.

6.10.6 In the event of the veto being upheld, the President will chair discussion on other options, or continue the Board meeting according to the agenda.

6.10.7 The President may not veto continued discussion of a topic previously vetoed.

6.11 In the event of a decision being required within a timeframe where it is not possible to convene the Board with quorum, the Executive Board will be granted Emergency Voting Powers.

6.11.1 Action must be required within 24 hours of the President being notified to qualify for Emergency Voting Powers

6.11.2 In this case, a unanimous decision by the Executive Board will be required for a motion to be passed.

7 General Meetings

7.1 A 'General Meeting' means either an Annual General Meeting, an Extraordinary General Meeting, an election, or any other meeting that is advertised to the entire membership no less than ten working days in advance.

7.2 Decisions at General Meetings shall normally be made by voting. At least a majority of those voting (i.e. not abstaining) shall be required for a motion to be passed.

7.3 Only registered students at the University of Glasgow, who must not have opted out ofStudent Representative Council representation under the Education Act of 1994, may vote in a General Meeting (including elections).

7.4 The quorum for General Meetings, except for elections (see Section 8), shall be either twenty members who are eligible to vote, or twenty per cent of the total membership who are eligible to vote, whichever is lesser.

7.4.1 In the event of the quorum not being reached, another meeting shall be called no less than one week later. At such a meeting, the quorum shall be deemed to have been reached regardless of the turnout.

7.5 General Meetings shall be chaired by the President, except for elections (see Section 8);or if the President is absent, by one of the Vice Presidents. If both Vice Presidents are unavailable then another Board member, assigned by the President, shall chair the meeting.

7.6 The General Secretary shall take minutes at General Meetings, and ensure that the minutes are available to all members. If the General Secretary is unable to take minutes,another member present shall be appointed to do so.

<u>7.7 Annual General Meeting</u>

7.7.1 An Annual General Meeting (AGM) shall take place at least two weeks before the Elections. The AGM shall be advertised to the entire membership no less than ten working days in advance.

7.7.2 At the Annual General Meeting, the Financial Secretary shall provide a financial statement on the year’s accounts.

<u>7.8 Extraordinary General Meetings</u>

7.8.1 An Extraordinary General Meeting (EGM) can be called by the Board, or through a petition signed by twenty people or twenty percent of the total membership, whichever is lesser, stating the purpose for which the meeting is called.

7.8.1.1 A petition from the membership must be advertised publicly to the membership.

7.8.1.2 In order to secure a member’s signature for a petition, said member must have the opportunity to read the finalised petition.

7.8.1.3 Each member is within their right to sign or not sign the petition, regardless of theirBoard position, connection to an affiliated production or voting status.

7.8.2 An Extraordinary General Meeting shall be advertised to the entire membership no less than five days in advance. The advertisement must state the purpose of the meeting.

7.8.3 An Extraordinary General Meeting shall deal only with the matters for which it has been called.

8 Elections

8.1 An election for the Board shall take place annually at a General Meeting called for that purpose within three weeks of the end of the Easter break.

8.2 The quorum for the annual election shall be thirty members who are eligible to vote, or thirty per cent of the total membership who are eligible to vote, whichever is lesser.

8.2.1 In the event of the quorum not being reached, another election shall be called no less than one week later. At such a meeting, the quorum shall be deemed to have been reached regardless of the turnout.

8.3 The annual election shall be advertised to the entire membership no less than one month in advance.

8.4 Any member who is eligible to hold a Board position shall be able to run for it, by announcing their intention to do so to those chairing the election.

8.4.1 Members may run for a maximum of two positions, only one of which can be an Executive Position, and must announce their first choice and backup choice to those chairing the election and in their manifesto.

8.5 All those running in the election are required to write a manifesto.

8.6 The Board may set a deadline for running for positions. This deadline may not be more than one week in advance of election.

8.7 The Board shall make the names and manifestos of all those running available to the membership as soon as is practical.

8.8 The election shall be chaired jointly by the General Secretary and the President.

8.8.1 Notwithstanding the above, if the General Secretary or President is running for a position in the election, that person may not chair the election, and another member who is not running for a position shall be appointed by the Board to do so in their stead.

8.8.2 Notwithstanding the above, if every Board member is running for a position, and no other member is deemed suitable, the General Secretary and/or President shall be allowed to chair the election.

8.9 Voting at elections shall be by secret ballot.

8.10 The voting system used shall be single transferable vote (STV).

8.11 If, however, two or fewer people are running for a position, a majority vote is sufficient.

8.12 In the event of a position not being filled, a second election shall be held within two weeks, advertised as soon as is practically possible.

9 Handover

9.1 Following the annual election, the previous Board and the newly elected Board shall share control of the society for two weeks, during which all records (including financial),property, funds, and access keys shall be handed over to the newly elected Board. These two weeks are known as the Thunderbird Period.

9.1.2 The process of changing the President's and Finance Secretary's signatures for the bank account should begin during this period.

9.1.1 Should the handover of documentation, keys or property be impossible due to difficult circumstances, the newly elected President should maintain ownership until the relevant newBoard members are able to retrieve the items.

9.2 The first shared Board meeting shall be run by the previous Board and observed by the newly elected Board. The second shared meeting shall be run by the newly elected Boardand observed by the previous Board.

9.3 Each Board member shall ensure that their successor is properly informed of the duties of the role and provided with the information and guidance necessary to carry them out well.

9.4 The previous Board will actively provide support and advice where required until the start of the following academic year.

9.5 The positions of President, Finance Secretary, Publicity Officer and Design Officer shall maintain shared responsibility with their successor until the start of the following academic year.

10 Finance

10.1 The funds of the society shall be administered by the Financial Secretary or by thePresident.

10.2 The funds of the society shall be used only to further the aims of the society as defined in Section 2.

10.3 Every affiliated production shall have a budget, approved by the Financial Secretary.Such a budget can be changed at the discretion of the Financial Secretary. The production team shall be kept informed of any budget changes.

10.4 The production team of every affiliated production shall keep adequate financial records, and ensure that the budget is adhered to.

10.5 Members shall be reimbursed for expenses legitimately incurred in connection with Student Theatre at Glasgow, if such expenses are agreed upon in advance by the President or Financial Secretary.

10.5.1 All expense claims must be substantiated with receipts and be claimed by the stage manager of the production, unless agreed in advance with the Financial Secretary.

10.5.2 Reimbursement may be refused if claims are not made within 28 days of the end of the event or production (if applicable).

10.5.3 At the discretion of the Financial Secretary, small expenses may be reimbursed without prior agreement. Such reimbursements must not exceed £100 for a single production, or to a single individual in a single academic year.

10.5.4 Reimbursements exceeding £100 may be made without prior agreement only at the discretion of the Board.

10.6 No member shall be paid for any services in connection with an affiliated production,other than such reimbursements as defined above.

10.7 The society's financial year ends and begins with the end of the two-week handover period (see above). Any expense claims not made at this point shall be considered void,unless agreed in advance with both the previous and the newly elected FinancialSecretaries.

11 Society premises

11.1 The 'society premises' shall here refer to the STAG Room (Southpark House Basement), and the adjacent garage.

11.2 The Venues Managers shall be responsible for the security and condition of the society premises.

11.3 Any use of the society premises must be approved by the Venues Managers or President.

11.4 At the discretion of the Board, the society premises may be used by non-members or for non-affiliated productions, but the needs of affiliated productions shall be prioritised.

11.5 Anyone using the society premises:

11.5.1 shall be provided access by a Board Member who must collect the society premises keys from the Gatehouse

11.5.2 shall ensure that the space remains tidy and clean

11.5.3 shall ensure that the front door of the building is always locked

11.5.4 shall ensure that the alarm is enabled after use outwith office hours

11.5.5 the supervising Board member shall ensure that the society premises keys are returned to the Gatehouse after use

11.6 At no point can anyone who is not a matriculated student at the University of Glasgow use the society premises unless accompanied by a University of Glasgow matriculated student at all times.

12. Ethical Guidelines

12.1 When selecting every production in proposal meetings and committee meetings each member of that meeting shall adhere to the following;

12.2 Both members and non-members are allowed to submit proposals. Plays are selected at the discretion of the Board/committee. Each proposal submitted will be judged by its own merit.

12.3 If new writing is submitted and successful within STAG after an agreed period of time the writer may not withdraw the play from the process without the discretion of the Board.

12.4 During the selection process feedback will be offered to each proposal upon request

12.5 Considerations will be made in the selection of the proposal, including feasibility of staging, costs, representation of characters, and appraisal of potential offensiveness to individuals or groups.

12.6 After a selection is made, the anonymities of Board/committee members or those who proposed - bar those selected - will not be waived, and the Board will facilitate the production in their capacity as a Board member regardless of personal preference.

12.7 Under the discretion of the relevant Vice President/Festival Director, within the STAG Nights and New Works festivals, members can only act in one play and can only direct one play but can be creatively involved in as many plays within the festivals as they want. For example, one may act and stage manage, or one may act and direct and stage manage. No member may be involved in more than one play on the same night, unless they are technicians or stage managers, or the Vice President has been consulted. Technicians and stage managers may be involved in more than one play on the same night as well as creatively involved in another play on a different night, at the discretion of the Festival Director. Production management is not included in the creative involvement.

12.8 In order to propose plays, directors need to ensure that rights for the play are available, otherwise, their proposal will not be considered.

12.9 The New and Old Board shall agree on the Complaints Procedure, a document which outlines the procedure for a Board Member not fulfilling their responsibilities or any member who knowingly violates the constitution.

13 Constitutional Amendments

13.1 Amendments to this constitution shall be made only at an Annual General Meeting, or at an Extraordinary General Meeting called for that purpose and must be approved by a two-thirds majority of those members attending who are eligible to vote.

13.2 On receipt of a petition signed by at least twenty per cent of the membership or twenty members, whichever is lesser, an Extraordinary General Meeting shall be called with five working days' notice to consider submitted amendments.