

Student Group Constitution

1.0 Designation and context

- 1.1 The name of the group shall be The University of Birmingham Guild of Students Guild Musical Theatre Group, which may be abbreviated/shortened to: GMTG. For the rest of this document, referred to as the "group"
- 1.2 It is recognised that this group is a constituent part of the University Of Birmingham Guild Of Students and must therefore fulfil all stipulations and regulations contained within the Memorandum, Articles of Association, Bye-laws and policies thereof
- 1.3 The Guild of Students, or the Activities Committee, acting on its behalf, may require the group to amend this constitution to safeguard the interests of the Guild
- 1.4 Amendments to a group Constitution, as approved by Annual General Meeting or Extraordinary General Meeting, shall not take effect until approved by the Activities Committee.
- 1.5 Queries regarding interpretation should be referred to the Officer responsible for the area, after consideration by the group committee
- 1.6 This constitution, and any additional policies enforced by the group, will be available to all members at any time
- 1.7 Upon decision by Activities Committee to make amends to the Constitution, any changes will be retrospectively applied to all groups Constitutions.

2.0 Objectives of the Group

- 2.1 The objectives of the group shall be:
 - 2.1.1 To provide a high standard and wide range of musical theatre initiatives for our members' involvement, entertainment and enjoyment, and to foster appreciation and involvement of musical theatre by all members of the University.
 - 2.1.2 To maintain awareness of the needs and wants of our members and aim to tailor our events accordingly.
 - 2.1.3 To spend, in accordance with a realistic and approved budget, to reach as wide an audience as possible and to aim to make a profit from income-based events.
 - 2.1.4 To give all members an equal opportunity for involvement, particularly with regard to casting and social events, irrespective of theatrical ability or previous involvement.
 - 2.1.5 To be a positive presence within the Guild of Students and the University of Birmingham as a whole. This includes attending Guild Council Meetings and Student Forums.
 - 2.1.6 To support the endeavours of other performance-based societies
 - 2.1.7 To maintain full and open communication with Society members, the Guild, the University and members of the public.
- 2.2.1 All activities of this group must be related to the objectives
- 2.2.2 Membership and admittance to the student group activities shall be open to all University of Birmingham students. The only exception shall be based upon legal restrictions and safeguarding. The Committee members shall ensure that activities of the group are pursued in the best interests of student members and independently of any political, religious, or other group external to the Guild of Students

3.0 Affiliations

- 3.1 The group may affiliate to the following bodies/organisations:
 - 3.1.1 As of now, the group has no affiliations.
- 3.2 All changes to the above list of affiliations must be approved by the Activities Committee

4.0 Address

- 4.1 The address for all correspondence shall be:
Guild Musical Theatre Group, Student Groups, Guild of Students
Edgbaston Park Road, Birmingham, B15 2TU.

5.0 Membership

- 5.1 The membership fee for this group shall be: £10
- 5.2 Groups must be open for all members of the Guild to join.
- 5.3 Only full members of the Guild of Students may hold committee positions and take part in the democratic running of the group.
- 5.4 The Student Group will ensure that all regular participants of activities are registered members of the Group

6.0 Responsibilities of committee members

- 6.1 To be responsible for the running and proper management of the Group
- 6.2 To be responsible for the financial affairs of the group in line with the Guild's Financial Procedures Manual and in the interests of members
- 6.3 To uphold the clauses contained in this constitution
- 6.4 To uphold the clauses contained in the Bye-laws, Memorandum and Articles of Association and all other policy of the Guild of Students
- 6.5 To represent the group at any meetings required by the Guild of Students
- 6.5 To ensure their correct contact details are held by the Guild of Students
- 6.6 To ensure the group accounts do not become overdrawn without the agreement of Activities Committee
- 6.7 To be personally liable to the Guild for any debts owed by the group to the Guild (applicable to authorised signatories only)
- 6.8 To ensure no other bank account exists for the group outside of the Guild. All financial transactions relating to the group must be dealt with through the Guild of Students
- 6.9 Committee members should not gain personal financial benefit through holding office
- 6.10 The group does not have the authority to enter into contracts with any external bodies; all such contracts or agreements require the authorisation of the Guild
- 6.11 The committee should meet whenever required, but at least two times per term.
- 6.12 The Chair shall call a committee meeting at the request of any two members of the Committee
- 6.13 Every committee member shall be given at least two days' notice of an ordinary meeting
- 6.14 In case of emergency, an emergency meeting may be held within less than 48 hours, provided that reasonable notice has been given to every member of the committee
- 6.15 If any vacancies occur in the membership of the committee during its term of office, the committee will inform the Guild of Students, the vacancy shall be democratically filled as soon as is practical
- 6.16 The AEO is an ex-officio member of the committee

- 6.17 Financial liability shall be devolved to the Guild of Students only where it can be shown that the relevant procedures have been complied with; all other liability rests with the committee members

7.0 Responsibilities of the President

- 7.1 To lead and co-ordinate the committee and call meetings when required.
- 7.2 To represent the Society at General Meetings.
- 7.3 To chair the Annual General Meeting and any Extraordinary General Meetings, unless there is a conflict of interest.
- 7.4 To liaise with the VPAD and other Guild representatives where necessary and appropriate.
- 7.5 To take the ultimate decision if a vote cannot be resolved after committee deliberation.
- 7.6 To oversee and assist in the duties of the other officers, make certain that such duties are being carried out fully and satisfactorily, and to take measures to rectify any problems with any Committee member.
- 7.7 To hold the ultimate responsibility for the actions of the Committee and of the Society, and to represent the Society to the Guild and ensure the society complies with all appropriate rules and requirements relating to the society's events.
- 7.8 To oversee the development of the current production and to assist the production team as necessary.
- 7.9 To deal with correspondence with members, interested students and external bodies.
- 7.10 To complete and approve the Society's Annual Risk Assessment form as required by the Guild.

8.0 Responsibilities of the Vice President

- 8.1 To deputise in the absence of the President
- 8.2 To support committee officers in their roles wherever necessary
- 8.3 To oversee and support production teams in both shows, to ensure all productions run smoothly

9.0 Responsibilities of the Treasurer.

- 9.1 To provide the committee with regular reports on the Society's financial status.
- 9.2 To liaise directly with the Student Development Department so as to maintain and update the society's accounts.
- 9.3 To advise the committee on the financial implications of all decisions discussed
- 9.4 To prepare a grant application requesting financial assistance from the Guild and to submit this application by the required deadline.
- 9.5 To assist and supervise the Producer of the current production in budgeting, planning and administration of finances related to the production, including being aware of income and expenditure.
- 9.6 To be aware of every expenditure and transaction relating to the accounts.
- 9.7 To carry out a full audit of the accounts following each production, and report to the committee.

10.0 Responsibilities of the Secretary

- 10.1 To arrange Committee and Society meetings as called by the President.
- 10.2 To take minutes of the Annual General Meeting, other Committee meetings and any other meeting as necessary, to archive such minutes for the Society, and to submit the minutes for an AGM or EGM to Student Development.
- 10.3 To maintain and provide membership lists for the Society.
- 10.4 To notify the VPAD of the names of the Senior Officers elected within 10 days of the Annual General Meeting, and of any other officers elected through by-election.
- 10.5 To monitor the Society email account and to ensure that correspondence is forwarded to the relevant Committee/Production Team member.
- 10.6 To deal with correspondence with members, interested students and external bodies.
- 10.7 To keep the authorised signatory list for the GMTG Store Room up to date.
- 10.8 To be aware of all communications to members, including mass email communications and the Society's use of social media.
- 10.9 Responsible for applying for and submitting annual and termly room bookings for main shows, showcases, workshops and additional rehearsal spaces.

11. Duties of Inclusivity, Welfare and Outreach Officer

- 11.1 To be an automatic Inclusivity and Welfare liaison in all Showcases and Main shows.
- 11.2 To respond to any member queries about welfare by signposting them to relevant services such as the Guild and University support services.
- 11.3 To Liaise with other Guild Societies and personnel to aid relationships between the Society and the Guild.
- 11.4 When deemed appropriate, to facilitate discussion between production teams and a nominated extra-Society body to attend matters relating to the casting and representation of minorities including, but not limited to: gender, race, religion, disability.
- 11.5 To liaise with the Treasurer regarding the financial welfare of the society.

12. Duties of the Press and Publicity Officer

- 12.1 To be responsible for all Society representation with public bodies and Guild bodies including but not limited to newspapers, magazines, radio, television, and websites.
- 12.2 To assist in the creation of marketing material, such as posters and flyers, for the current production, and to assist the production Producer in preparing letters, press releases and any other marketing materials.
- 12.4 To be responsible for the overall image of the Society within the Guild and outside, including such areas as branding, title, and affiliations.
- 12.5 Assist in the production and distribution of society email communications, to member, audience and alumni mailing lists, where appropriate, ensuring data protection is respected
- 12.6 Designated GDPR officer for all members and activities of the Society.

13. Duties of the Social Secretary

- 13.1 To ensure an active social schedule of events for the Society's members, in line with inclusive Guild policy, irrespective of their involvement in a production.
- 13.2 To take responsibility for arranging all theatre trips.
- 13.3 To ensure that such events are publicised in good time amongst the society and outside.
- 13.4 To ensure that any additional Risk Assessments, Activity Notifications and, where necessary, Public Speaker forms have been submitted for each event.

14. Duties of the Music Liaison Officer

- 14.1 For reasons of operational effectiveness, the position shall prioritise those members who are pursuing a course in Music, be it joint or single honours, undergraduate or postgraduate.
 - 14.1.1 In the case that there are no music student candidates running for Music Liaison, the position may then be opened to non-music students.
 - 14.1.2 In the case that RON is elected for Music Liaison, the position may then be opened to non-music students
- 14.2 To support and assist the Musical Director and current production teams management of the musical requirements of the current production.
- 14.3 To assist the Musical Director and Producer in sourcing any equipment required and to advise the current production team of all obligations and implications when renting or borrowing equipment belonging to the department.
- 14.4 To maintain communications with the Music Department and the University Music Society (UMS) regarding production dates and musician requirements in order to avoid problems with rehearsals or performances for musicians.
- 14.5 To arrange at least one workshop per term for musicians and band personnel
- 14.6 Engage with external opportunities for GMTG, including but not limited to maintaining inter-university links such as competitions.

15. Internal Complaints Procedure

- 15.1 Should any member have any complaint or grievance regarding any other member, they should explain such grievance to the committee members.
 - 15.1.1 If such grievance is in relation to a committee member, they shall have the right to make such complaint to the committee without the member in question present.
- 15.2 Committee members shall consider all complaints in good, true and independent faith. If any committee member has an interest in the proceedings, they must declare it immediately and withdraw from the process if deemed necessary by the remaining committee members.
- 15.3 The committee members shall discuss the complaint and decide whether the complaint is valid and if so, what action shall be taken.
 - 15.3.1 The committee alone has no right to implement serious sanctions without taking the complaint to the Guild.
 - 15.3.2 If 3 independent complaints are made about an individual, the committee is required to discuss whether to report this individual to the Guild.
- 15.4 If the member making such complaint is not satisfied with the decision made, they shall have the right to appeal to the VPAD, or Student Groups Committee. The President shall represent the Society in all cases.
- 15.5 The VPAD shall stand as the ultimate authority on all complaints and decisions taken.

16. Resignation Process

- 16.1 All Officers of the Society and members of the production team shall have the right to tender their resignation at any time for any reason.
- 16.2 Any officer wishing to step down must inform the committee at the earliest opportunity so that steps can be taken quickly to fill the position in line with 6.15.

17. Production Team

- 17.1 There shall be a team of members elected to take responsibility for and run each musical production. If not already Society members at the Proposal Meeting, they must become so upon election.
- 17.2 The team shall consist of at least four personnel:
 - Director
 - Producer
 - Choreographer
 - Musical Director
- 17.3 Positions may be shared between two people, or any position may appoint an assistant, as detailed in Clause 22.
- 17.3.1 It is advised that some members of the production team have experience with Guild shows, and the inclusion of someone with greater experience (for example acting as an assistant, see 18.10) may be encouraged by committee during the proposal stage.
- 17.4 The production team is charged with staging the show for which they were elected. There may be no changes in show choice, nor in the members of the team, unless there are exceptional circumstances and not without the express permission of the Committee.
- 17.5 If a member of the production team wishes to step down, the committee must be notified. It falls first to the production team to fill the post, any issues can be brought to the committee and if necessary a committee member can assist in that role, or in finding a replacement.
- 17.6 While the creative elements of all productions are the decision of the elected production team, the committee reserves the right to advise the production team if any elements of the production will contravene the Guild By-Laws.
- 17.7 The production team shall retain their position and title until two weeks after the final performance, or the Proposal Meeting, whichever comes sooner.
- 17.7.1 The only exception to this rule shall be the Producer, who shall continue to represent the Society and production as before in order that financial matters may be settled. They shall formally lose their position once the Treasurer is satisfied that all financial matters are closed.
- 17.8 In cases whereby a member of the Committee is also a member of the production team, they shall rescind their Committee powers when they may be used in direct relation to the production for the duration of their tenure on the production team.
- 17.9 All members of the production team must be full members of the Guild to ensure operational effectiveness.
- 17.10 All production team members have the right to take on assistants to help them perform their duties.
- 17.10.1 Such assistants shall be credited within the production programme and/or society archives as applicable. It is the responsibility of the primary production team member to be aware of any duties carried out by their assistants so that the committee can be easily updated.

- 17.10.2 Assistants may be any member of the Guild. They must be full Society members in order for them to be fully insured and empowered to act on the behalf of the primary production team member whom they are to assist.
- 17.11 During the production, the production team must attend bi-weekly meetings with the President and ideally another liaison, in order to maintain a continuous and clear communication between the production team and committee.

18. Proposal Meeting

- 18.1 Prior to each production, there shall be a proposal meeting wherein members shall the opportunity to elect a new production team and their production. This meeting shall classify as a general meeting of the Society, where all members are invited and encouraged to attend. It shall be declared as an Extraordinary General Meeting to all members in line with guild policy.
- 18.1.1 Quorum for a Proposal Meeting shall be twenty members, or one-third of the membership, excluding Proposal Teams.
- 18.1.2 The Proposal Meeting may be attached to the Annual General Meeting if deemed appropriate by the Committee.
- 18.2 Every member of the Society shall have one vote, which may be cast for one team only.
- 18.3 Members may only vote in person at the meeting. No other form of voting is permitted. All proposals should be heard in full for a member's vote to be valid.
- 18.4 Members who wish to stand for election as production team shall arrange themselves into a team. Such groups shall hereafter be referred to as the Proposal Team.
- 18.4.1 The Proposal Team may also include others in addition to those specified, such as Stage Manager, Costumer or Designer if they wish. However, these members are not necessary to propose a production.
- 18.5 Each member of the Proposal Team and the selected show shall be inextricably linked. Members shall vote for one team and that team's selected production; teams and productions may not be swapped, nor may individual members of a team be voted on.
- 18.6 Each Proposal Team must submit the details of their team and production to gmtg@guild.bham.ac.uk at least 48 hours before the meeting date so as to make the committee aware of how many shows are being proposed at the upcoming meeting.
- 18.6.1 The Committee reserves the right to prevent a proposal from going forward to the proposal meeting if there are legitimate concerns about the production or any members of the proposal team. The only reasons that can be recognised as legitimate concerns are if it is based on substantial formal feedback, official complaints or budgetary concerns
- 18.7 If a Proposal Team does not have the full complement of members by the deadline for submitting details, they may proceed only with Committee authorisation.
- 18.8 The Proposal team must have a formal indication from the rights holders of the availability of the show in question.
- 18.9 Any show that has been performed in the last three academic years shall be barred from being proposed.
- 18.10 Each Proposal Team shall be accorded a time limit to present to the Society. This presentation may take any form they wish within reason.
- 18.11 Following the proposals there will be a short discussion with questions for the production teams in an open floor format. In the interest of fairness, all discussions will take place with the proposal teams present - the open floor will be chaired by the chair of the meeting.

- 18.12 All members of Proposal Teams must be full members of the Guild.
- 18.13 Proposal Team members do not have a vote in the Proposal Meeting.
- 18.14 The option for Re-Open Nominations shall exist in the Proposal Meeting.
- 18.15 The votes shall be counted and checked by the Committee present. In case of a split vote, the committee shall vote again on the proposed shows. If the vote remains split Clause 7.5 shall come into effect. These proceedings shall take place with total transparency.
- 18.16 Showcases are voted for only by committee members who are not involved in a production team, although if half or more of the committee are on a production team for the showcase, the vote for the showcase will be opened up to all society members, following the process outlined in 18.1.

19. Statutes of the Production

- 19.1 The Production team shall prioritise liaising with the Guild to secure rights upon election with the assistance of the Treasurer.
- 19.2 The production budgets should be approved by the treasurer to cover all costs of staging and production before submitting to The Guild for approval. In the event the treasurer can't, this responsibility falls to the president.
- 19.2.1 Once the proposed budget is agreed to by the committee, that shall be the allocated amount for that production. Any further expenditure should be sourced first and foremost by fundraising initiatives, with the assistance of the Fundraising and Outreach Officer.
- 19.3 The audition process shall be fair and transparent at all times. No member of the production team or Committee may ever imply, inform, promise or otherwise communicate in any way preferential treatment in terms of audition process or casting to any person.
- 19.3.1 Prior to the audition process, the production team must agree to and sign the 'Contract for Fair Casting', a contract created by the Guild Drama Presidents, which will be provided to the production team by committee.
- 19.4 All members of the university shall be encouraged and eligible to audition, irrespective of Society membership.
- 19.4.1 Auditions shall also be open to those from outside the University who wish to audition, subject to acceptance as Guild members.
- 19.5 The production team members are barred from performing in the production except in exceptional circumstances, for which Committee approval must be given.
- 19.6 All marketing material must include the Guild logo, Society name, details of the performance, Society website address, contact details for information and any contractual obligations from the rights holders.
- 19.6.1 All marketing material must be authorised by the Committee before being published and distributed.
- 19.7 All officers of the Committee are to be accorded complimentary tickets to GMTG shows. These will not be available on performance nights that have sold out and will only be given if seats are available. These are only for committee members and are non-transferable.

20. Equipment

- 20.1 GMTG agrees to follow the contracted agreement with Panto society regarding the purchase, upkeep, and storage of the shared drum kit. Contracts will be included in committee handovers.

21. One Show Rule

- 21.1 The one show rule states that members can only partake in one show per term/semester.
 - 21.1.1 Definition of 'show' for purposes of this Appendix: Main Show, Showcase or Competition
- 21.2 This rule applies to all production team members and all cast members.
 - 21.2.1 You may not be in the cast, production team or band of one show in the term if you are on the production team or in the cast of the other.
- 21.3 In the case of band members and members elected to produce orchestrations, production teams must allocate in consideration of the one show rule.
 - 21.3.1 Exceptions to this rule can be made at the discretion of the committee and only in exceptional circumstances - eg if a Musical Director is struggling with a lack of players, members of the band can participate in more than one show if over 50% of committee votes in favour.
- 21.4 This rule only applies to term-time shows and therefore does not apply to any shows taken to the Edinburgh Fringe
- 21.5 This rule would take effect from shows starting in September 2018

Date approved by group: 06/10/2025

(Standard constitution template last amended by Activities Committee on 26/08/2021)