UWA PANTOMIME SOCIETY CONSTITUTION

As at 17th November 2005

1. NAME
   1. The name of the Society shall be the University of Western Australia Pantomime Society (UWA Panto Soc)
   2. The Society shall be affiliated to the University of Western Australia Guild of Undergraduates

2. AIMS
   1. Fun!
   2. To put on pantomimes semesterly
   3. To explore the possibility of performing 24 hour pantomimes, subject to time, funds and enthusiasm
   4. Anyone who auditions is guaranteed a part
   5. To get as many people as possible involved in all areas of panto production including on stage, backstage, directing, writing and producing
   6. Provide new platform for innovative, devised work
   7. Organised Pantosoc trips to see other performances, such as those by UDS
   8. The society shall aim always to abide by the Guild of Undergraduate’s Equal Opportunities and Harassment Policies

3. MEMBERSHIP
   1. Membership is open to all, by signing up at an event, or emailing the society
   2. Not less than two-thirds of the Society members shall be members of the Guild of Undergraduates
   3. The secretary shall keep a list of all members
   4. There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the committee

4. PRIVILEGES OF MEMBERSHIP
   1. Only Guild members may sit on the executive committee
   2. All members shall have equal rights of voting

5. COMMITTEE
   1. There shall be a committee of the society which shall be the executive decision making body of the society
   2. The President, Vice President, Secretary and Treasurer of the Committee make up the Executive, and shall be members of the Guild
   3. The Committee shall be responsible for the general and financial policy of the Society, subject to rules of the society, Guild, and Societies Council
   4. The committee shall meet as required and practicable
   5. Quoracy for committee meetings shall be set at 50% of the post filled positions plus one
6. If any committee member misses three consecutive meetings without apologies, they may be voted off committee by members of committee
   1. If the position vacancy is that of the President or Treasurer or the committee considers that the position cannot be left unfilled, then the responsibilities of this position can be temporarily assigned to a volunteer or a committee member assigned by the president
   2. In the case of temporary assignment and unless occurring shortly before an AGM, an EGM must be called within four weeks to permanently fill the vacancy

7. Committee will be composed of:
   1. President. The President shall be responsible for ensuring that meetings are chaired. The President shall be responsible for liaison between the society and other bodies and has ultimate responsibility for the running and continued success of the society
   2. Vice President. The Vice President shall act as deputy to the President and should be prepared to stand in for the President at short notice, should the need arise. The Vice President is responsible for the day to day running of the society as delegated by the committee
   3. Secretary. The Secretary shall be responsible for all general paperwork of the society, excluding that covered by other society officers and including the production of minutes of society general meetings and Committee meetings. The Secretary is responsible for the maintenance of an accurate and up-to-date membership list
   4. Treasurer. The Treasurer shall be in charge of all society monies in accordance with the constitution of the society and the current instruction to society treasurers by the Union
   5. Ordinary Members, 3, (a.k.a Biscuit Wench). Have no specific individual responsibilities, but are encouraged to bring biscuits to committee meetings, and may be called upon for help with the Society’s website, or the distribution of flyers and posters.

8. In addition to the individual responsibilities of committee members, any committee member will perform any task delegated by the committee

6. HONORARY POSITIONS
   1. Honorary officers are non-committee officers that represent the society. These positions are society positions that are nominated and voted for identically to committee positions, but do not confer any committee rights or responsibilities.
   2. These positions may include, but are not restricted to: Foreign correspondent, advertising wench, Club Carnival Organiser, etc

7. FINANCIAL
   1. The Treasurer of the society shall be a full member of the Guild
   2. The accounts of the Society shall be audited by a member of University Staff and submitted to the Societies Council Treasurer as and when requested and at least once per annum
   3. All financial arrangements must be made in accordance with current
instructions to Society Treasurers, as set down by the Societies Council

8. GENERAL MEETINGS
   1. There shall be a Biannual General Meeting each semester, and this shall be in the final three weeks of semester, excluding the examination period.
   2. Notices of such meetings must be sent by email at least seven days beforehand, together with the Agenda
   3. Quorum of such meetings shall be set at twice the committee size plus one
   4. There shall be handover meeting within two weeks of a BGM, where the incoming committee is given hardcopies of the constitution and the outgoing committee impart any advice or warnings gained from their year in office
   5. An Emergency General Meeting may be called by 5% of the membership of the Society by application to the Secretary. An EGM shall be called as specified on the application, but at least 7 days notice shall be given.

9. ELECTIONS
   1. Elections shall be held at the Biannual General Meeting to elect officers of the committee and honorary representatives for the following semester
   2. Nominations for committee posts must be received before the start of proceedings
   3. Voting by asking nominees to leave the room, followed by societal discussion of the role and vote-casting. In the case of a tie, outgoing committee members present hold a second vote. If this is still a tie, the outgoing president has casting vote
   4. If there are committee posts not filled during an AGM, then immediate renominations can be opened, followed by a second round of voting. If posts are still not filled, there shall be provision for by-elections to be held at an EGM in October

10. PRODUCTIONS
    1. The production team for a show must include at least a Producer, Director and writing team
    2. The production team for a show may take decisions autonomously from the committee, but is ultimately responsible to the committee. The Producer must therefore report back to the committee on the shows' progress at least once every two weeks during the rehearsal period
    3. In the event that a production team contravenes this constitution or if there is evidence that a show is in danger of failing, the committee is empowered to take appropriate measures to resolve the situation. In extreme cases, this may involve replacing part or all of the production team

11. CONSTITUTIONAL AMENDMENTS
    1. Any amendment to this constitution shall require a two-thirds majority of the members present at a properly constituted General Meeting.