UWA Pantomime Society Constitution
With amendments made October 30, 2013

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

2. AIMS
1. Fun!
2. To put on pantomimes each semester and at Christmas.
3. To guarantee a part to anyone who auditions.
4. To get as many people as possible involved in all areas of panto production including on stage, backstage, directing, writing and producing.
5. To provide a platform for innovative, devised work.
6. To always abide by the Guild of Undergraduates’ Equal Opportunities and Harassment Policies.

3. MEMBERSHIP
1. Application for membership is open to all, by signing up at an event, or emailing the Society.
2. Membership will be tenable for either six or twelve months. By default, memberships will be for twelve months, unless an applicant specifically requests a six month membership.
3. Once this membership period has expired the membership will be considered lapsed, but may be renewed.
4. No less than two-thirds of the Society members shall be members of the Student Guild.
5. The Secretary shall keep a list of all members.
6. There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the Committee subject to any requirements imposed by the Guild.
7. The Society Committee retains the right to refuse membership to people not enrolled at University.
8. In cases of actions or behaviour that are seriously harmful to the Society or its members, membership may be revoked at the discretion of the full Committee by a 75% majority.
9. The position of ‘Life Membership’ can be bestowed on those people who have gone above and beyond the call of duty to contribute to the culture of the Society. These members shall not have a subscription fee levied on them.
10. The Secretary shall maintain a list of the life members.

4. PRIVILEGES OF MEMBERSHIP
1. All full members shall have equal rights of voting.
2. New members shall be subject to a two week moratorium. During this period, they may not vote at general meetings.
3. The moratorium period will be waived if
   1. The applicant for membership has participated in a production of the Society previously, or
2. The applicant is renewing a lapsed membership.

4. All members are eligible to nominate for any elected position of the Society, provided that they satisfy any other requirements of that position.

5. Only Guild members may sit on the Executive Committee.

5. COMMITTEE

1. There shall be a Committee of the Society which shall be the primary decision-making body of the Society.

2. The President, Vice President, Secretary and Treasurer of the Committee make up the Executive Committee, 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. There shall be at least one Committee meeting every two months.

5. Quorum for Committee meetings shall be set at 50% of a full Committee plus one. That is, the quorum requirement is not reduced in the event of a vacancy.

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 Committee member by the President, or in the case of presidential vacancy, the Vice President.

   2. In the case of temporary assignment and unless occurring shortly before a BGM, 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 Guild.

   5. Ordinary Committee Members (a.k.a. Biscuit Wenches, OCMs). OCMs have no specific individual responsibilities, but are required to attend Committee meetings, deliberate on Committee decisions, and assist with any other tasks required for the operation of the Society. In addition, they are encouraged to bring biscuits to rehearsals and Committee meetings. There shall be three of these members.

   6. Webmaster (a.k.a. Web Wench). The Webmaster is a fourth Ordinary Committee Member specifically responsible for maintaining the Society's website and assisting in technical matters.

   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 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.

2. 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 (BGM) 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 a handover meeting as soon as practicable after the BGM, during which the incoming Committee is briefed on any ongoing issues and given access to the Society’s email and official documentation.

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.

6. Yelling "SHOGUNOT" with the thumb on the forehead is a valid escape from a task, and the person slowest to respond may be asked to perform the given task. However, further investigation into suitable persons for the task is allowed by the Committee.

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, unless there have been no nominees for a position.

3. Voting shall occur by asking nominees to leave the room, followed by societal discussion of the role and vote-casting. In the case of a tie, votes will be re-cast, excluding all candidates other than the tied candidates. If the tie is not broken, the outgoing Committee shall vote. If the tie is still unbroken, the outgoing President will have the casting vote.

4. If there are Committee posts not filled during a BGM, then nominations may be reopened immediately, followed by a second round of voting.

5. If a member is unable to attend a General Meeting, they may submit proxy votes to the Secretary in advance of the meeting.

   1. Proxy votes should be votes for specific candidates for specific positions, or at least consist of detailed instructions. It is not permissible to designate another person to act on the absentee’s behalf without any specific instructions.

10. PRODUCTIONS

1. The Production Team for a show must include a Director, Producer, Head Writer, Stage Manager, Sound Operator, Lighting Operator (as approved by the theatre) and writing team, and may also include a Sets, Props & Costumes Coordinator. Their roles are as follows:

   1. Director. The Director of the show shall be in charge of holding rehearsals and bringing the written play to the stage. The Director holds creative control of what happens on stage and works with the rest of the Team to put on an entertaining show.

   2. Producer. The Producer is in charge of the advertising for the show, including but
not limited to advertisements at the university, on the Internet and in the wider community. They are also in charge of organizing shirt design and ordering for the production. Advertising for the show should be discussed with the Director; however, the Producer is accountable to the Committee, not the Director.

3. Head Writer. The Head Writer is responsible for coordinating the writing team and creating a coherent and entertaining script for the production. The Head Writer is accountable to the Committee.

4. Stage Manager. The Stage Manager sits at the side of the stage on production nights and coordinates via radio headset with the Lighting and Sound Operators in the bio box. They make sure all the cues run smoothly. The Stage Manager is accountable to the Director.

5. Sound Operator. The Sound Operator is responsible for preparing sound cues, sourcing sound effects, and operating the sound system during productions. The Sound Operator is accountable to the Director.

6. Lighting Operator. The Lighting Operator is responsible for the design, rigging and operation of the lighting system during productions. The Lighting Operator is accountable to the Director.

7. Sets, Props & Costumes Coordinator (a.k.a. Costumator, Costupropmator). The Sets, Props & Costumes Coordinator is responsible for assisting the Director by organizing set pieces, props and costumes for the production. They are accountable to the Director. It is not their responsibility to micromanage every set piece, prop or costume, and they may delegate this responsibility to appropriate cast members.

2. All Production Team positions are to be voted on at Biannual Meetings. In the event of a vacancy, a suitable candidate is to be found by the elected Production Team.

3. The Production Team for a show may make decisions independently of the Committee, but is ultimately responsible to the Committee. Members of Committee and Production Team should discuss the show's progress regularly during the rehearsal period to ensure that satisfactory progress is being made.

4. 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 convened General Meeting.