

MUSOC CONSTITUTION

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1. Name

The name of the society shall be the University of Canterbury Musical Theatre Society Incorporated; hereinafter referred to as MUSOC.

2. Objectives

- a. The objectives of MUSOC shall be:
 - i. To provide regular, quality musical theatre
 - ii. To provide members with the opportunity to gain experience and training in all aspects of musical theatre
 - iii. To further the social and cultural aspects of all members of MUSOC

- b. The objectives of MUSOC shall not be at conflict with, the aims, objectives and policies of the University of Canterbury Students' Association Inc.

3. Membership

- a. The following persons shall be eligible for membership:
 - i. Any member of the University of Canterbury Students' Association Inc.
 - ii. Any graduate member of the University of Canterbury Students' Association Inc.
 - iii. Any staff member of the University of Canterbury.
 - iv. Any Life Member of MUSOC
- b. Any person failing to fulfil the requirements in clause 3a shall be eligible for associate membership at the discretion of the Exec~~s~~. An Associate member has all the same rights as a full member.
- c. Membership will be granted on the payment of a subscription fee.
- d. The Secretary shall be responsible for keeping an up to date list of Members and Members' details.

4. Life Membership

- a. Life Membership of MUSOC may be granted from time to time by the Exec~~s~~ to persons who have provided significant services to MUSOC.
- b. All Presidents and former Presidents of MUSOC shall automatically become Life Members.
- c. Life Members need not pay any annual fee.
- d. The Secretary shall be responsible for keeping an up to date list of Life Members and Life Members' details.

5. Subscription

- a. The annual subscription to be paid by each member shall be fixed from time to time by the MUSOC Exec~~s~~.

6. Officers and Committee

- a. There shall be an Executive Committee (hereafter known as the "Exec~~s~~") comprising Officers and Committee Members.

- b. The Officers of MUSOC shall be the President, Secretary and Treasurer. These officers shall be elected at the Annual General Meeting (AGM) and shall hold office until the next AGM, unless they:
 - i. Resign, or
 - ii. Lose by a vote of no confidence at a General Meeting during their term of office, or
 - iii. Lose a unanimous vote of no confidence by the remaining Exec members, after failing to attend at least 3 consecutive meetings without apology or excuse.
- c. At the AGM there shall be elected 3 to 5 Committee members to the Exec of MUSOC. These shall be in addition to the 3 elected officers. They shall hold office until the next AGM, unless they:
 - i. Resign, or
 - ii. Lose by a vote of no confidence at a General Meeting during their term of office, or
 - iii. Lose a unanimous vote of no confidence by the remaining Exec members, after failing to attend at least 3 consecutive meetings without apology or excuse.
- d. From time to time the Exec may co-opt 1 or 2 additional members.
- e. Exec members who do not hold one of the offices in 6b may be assigned other positions by the President.
- f. No person may hold more than one of the offices in Clause 6b at any one time.
- g. No members shall be eligible for election to the Exec unless they have paid their subscription prior to the election
- h. The Exec shall meet at least once each university term.
- i. No prior notice is required for nominations of Officers or Exec members at an AGM.

7. Management

- a. The Exec shall manage the affairs of MUSOC; shall exercise supervision over properties and members; shall purchase all materials required by MUSOC and pass accounts for payment.
- b. The Exec shall have power to carry out and enforce the constitution, and from time to time, make, amend or rescind by-laws as it deems fit.

- c. At all Exec~~z~~ meetings, 70% of members (rounded up), at least one of whom must be an executive officer, shall form a quorum.
- d. As a general rule, decisions of the Exec~~z~~ shall pass by simple majority of the total members of the Exec~~z~~.
- e. Any officer of the Exec~~z~~ shall have the power, at all times, to call a meeting of the Exec~~z~~ of MUSOC.

8. President

- a. The President shall ensure that MUSOC remains affiliated to the University of Canterbury Students Association.
- b. The President shall ensure that MUSOC remains an Incorporated Society.
- c. The President may delegate tasks to other members of the Exec~~z~~ as required.
- d. At all General and Special Meetings of MUSOC, the president shall occupy the Chair. Should she or he be absent an Exec~~z~~ member, appointed by members, shall take the Chair.
- e. The chairperson, at any meeting, shall in all cases have a deliberate vote, and also casting vote should equal voting occur subject to any other clause of this constitution.

9. Other Exec~~z~~ Roles

- a. The Secretary shall:
 - i. attend all meetings and keep accurate minutes of the proceedings,
 - ii. read and file all communications and other papers,
 - iii. issue notices of meetings,
 - iv. conduct all correspondence, and
 - v. attend generally to all clerical duties in connection with MUSOC.
- b. The Treasurer shall:
 - i. collect and account for all subscriptions,
 - ii. dispose subscriptions as directed by the Exec~~z~~,
 - iii. be responsible for show monies as laid out in s20,
 - iv. keep proper books and prepare a Financial Report on Income and Expenditure for the financial year to the Annual General Meeting, and
 - v. prepare the Statement of Assets and Liabilities for the Annual General Meeting.

- c. A nominated member of the Exec~~s~~ shall be in charge of assets, and shall:
 - i. keep a record of equipment of property purchased, the cost, the receipt, and where such equipment is stored,
 - ii. ensure the best possible price for any assets sold,
 - iii. be responsible for the MUSOC cupboard, and
 - iv. arrange insurance as necessary.
- d. A nominated member of the Exec~~s~~ shall be responsible for electronic communications, and shall:
 - i. properly maintain the MUSOC website,
 - ii. ensure payment for domain registration and hosting,
 - iii. maintain and ensure payment for email hosting, and
 - iv. maintain any relevant social electronic networking media.

10. Funds

- a. The funds of MUSOC, from whatever source derived, shall be applied only towards the promotion of the aims and objectives of MUSOC or towards legitimate, actual, and legal expenditure on behalf of MUSOC which the Exec~~s~~ authorises.
- b. No portion of any funds shall be paid or transferred directly or indirectly, by way of dividend, bonus, salary to any person whatsoever.
- c. All monies shall be received by the Treasurer, who shall deposit them in an account of MUSOC at the bank nominated by the University of Canterbury Students' Association Inc.
- d. The three Officers shall all be signatories to MUSOC's bank account, with the requirement that at least two signatures must be used for any withdrawal of funds.
- e. The sale of any MUSOC assets shall only take effect following an 80% vote of the Exec~~s~~ in favour of the sale.
- f. MUSOC is solely responsible for all debts incurred in its name. No responsibility or financial liability will be taken by the University of Canterbury Students' Association Inc.
- g. MUSOC is an incorporated society and therefore no debts shall be incurred by individual members acting under authorisation on behalf of the society.

11. Annual General Meeting and Special General Meeting

- a. An Annual General Meeting of MUSOC shall be held each year, at a date determined by the Exec~~s~~ (nominally in or around July/August each year). The regular business of the meeting shall be:
 - i. To receive the Annual Report (President)
 - ii. To receive the Financial Report, and the Statement of Assets and Liabilities for the preceding year.
 - iii. To elect Officers and Committee members for the forthcoming year.
 - iv. To transact any other general business of MUSOC.
- b. A Special General Meeting of MUSOC shall be called by the Secretary on receiving a written request by the President, by at least ten (10) financial members, or by the Exec~~s~~ on its motion.
- c. Not less than 7 days prior to the Meeting taking place, notice of Annual General and Special General Meetings shall be:
 - i. posted on the Club Notice board, and
 - ii. communicated to all members via email, and
 - iii. placed on the MUSOC website, and
 - iv. placed to appear in an issue of Canta which comes out not less than seven days prior to the Meeting taking place.
- d. The mode of voting at all meetings shall be by a show of hands or a secret ballot.
- e. At all General Meetings of MUSOC, all members shall be entitled to vote.
- f. Quorum for an Annual General Meeting or a Special General Meeting of MUSOC shall be ten percent of the total number of members or 12 members (inclusive of the Exec~~s~~), whichever is smaller.

12. Voting

- a. At each General Meeting, the President (or outgoing President) shall elect an impartial returning officer.
- b. The returning officer shall be responsible for all votes that take place at the meeting.
- c. The returning officer shall not cast a vote on behalf of himself or herself.
- d. All voting shall be by a show of hands or a secret ballot.
- e. Votes may be cast through a proxy by use of a signed statement to this effect, or through telephone communication, which must be verified by the Chair or the returning officer.

- f. In the event that a position available for election is uncontested, then the candidate shall be deemed to require at least 75% votes in favour from those full members present, to be elected.
- g. In the event that there is a tie between any of the candidates, one re-vote shall be held. If the result of the second vote is a tie, then the Chair shall have the casting vote. As a final resort, paper-scissors-rock shall be used.
- h. The newly elected Exec~~s~~ shall take office immediately.

13. Handover Procedures

- a. Upon election of a new Exec~~s~~, the outgoing Exec~~s~~ shall be responsible for ensuring the newly appointed Secretary receives, within 14 days:
 - i. All financial accounts of MUSOC,
 - ii. A list of all MUSOC members (including contact details),
 - iii. A list of all MUSOC life members (including contact details),
 - iv. All Usernames, Passwords, and Documentation relating to the MUSOC website and email system, and any other relevant electronic media,
 - v. All Usernames, Passwords, and Documentation relating to registration as an Incorporated Society, and
 - vi. Any other details that would be helpful for the governance of MUSOC

14. Financial Year

- a. The financial year of MUSOC shall begin on the first day of September, and terminate on the last day of August in each year.

15. Vacancies on the Exec~~s~~

- a. A vacancy arising,
 - i. if they remain quorate, the Exec~~s~~ may choose to call an SGM at which to hold a by-election; or
 - ii. if they are no longer quorate, the Exec~~s~~ shall call an SGM at which to hold a by-election

- b. If the SGM fails to make quorum, the Exec✂ may co-opt an additional member to fill the vacancy in the manner laid out in section 8.
- c. The co-option process may be begun simultaneously with the calling of the SGM.
- d. Vacancies in the positions of President, Secretary, and Treasurer shall not be filled by co-option.

16. Co-option to the Exec✂

- a. A decision of the Exec✂ recommending co-option shall require at least an 80% majority of the Exec✂.
- b. In the event of a resolution recommending co-option, 14 days notice inviting applicants must be given.
- c. The successful applicant shall require at least an 80% majority of the Exec✂ before the co-option shall take effect.
- d. 14 days notice of the successful applicant the Exec✂ intend to co-opt must be given.
- e. If, during the 14 day notice period, the Secretary receives any objections to the co-option of the successful applicant, an SGM shall be called to address the concerns. A by-election may be held to resolve the issue at the discretion of the Chair.
- f. If the SGM fails to make quorum, the co-option shall take effect as though no objection had been received.
- g. The co-opted member shall have all the rights, duties and obligations of an Exec✂ Member.
- h. The positions of President, Secretary, and Treasurer shall not be filled by co-option.
- i. Wherever notice is required to be given, it should be given through:
 - i. The MUSOC website
 - ii. An email to all MUSOC members
 - iii. A notice on the Clubs Noticeboard

17. Shows

- a. MUSOC shall attempt to stage at least one piece of musical theatre (a “show”) each year.
- b. A show must have a Production Team, consisting of persons responsible for the production of the show, including:
 - i. Production Manager/Producer.
 - ii. Director.
 - iii. Musical Director.

- iv. Any other roles as required.
- c. At least one-third of the cast, crew, and/or Production Team of a show must be current students of the University of Canterbury, in accordance with the objectives listed at s2(a)(ii)
- d. All cast, crew, and/or Production Team of a show must be members or associate members of MUSOC.
- e. In staging a show, no Officer of MUSOC, nor any other signatory to the club accounts may be involved in any of the following roles:
 - i. Production Manager/Producer.
 - ii. Director.
 - iii. Musical Director.
 - iv. Technical Director.
 - v. Any other role involving the direct expenditure of club funds.

18. Proposals

- a. Any Member of MUSOC may propose a show to the Exec~~s~~.
- b. A proposal must include:
 - i. The name and description of the proposed show.
 - ii. The names of at least two people who have agreed to take on one of the following roles each:
 - 1. Production Manager.
 - 2. Director.
 - 3. Musical Director.
 - iii. An approximate budget.
 - iv. Any other requirements as set out by the Exec~~s~~.
- c. The Exec~~s~~ shall provide a standard form and guidelines for making proposals. These will be set out in Appendix One of this Constitution.
- d. The Exec~~s~~ shall be sole arbiter of whether or not to proceed with a proposal.
- e. If the proposal under consideration has been made by a member of the Exec~~s~~, that member shall not be eligible to vote on its progression.

19. Show Budgets

- a. The Production Team of a show shall submit a budget to be approved by the Exec~~s~~. A suggested form for budgets is attached to this constitution as Appendix Two.

- b. The total amount of the proposed budget must not exceed \$500 less than the total amount of MUSOC's liquid assets (including in-hand sponsorship money).
- c. The Production Team of a show shall be responsible for ensuring that the approved budget is followed.
- d. All expenditure towards a show shall only be reimbursed on presentation of a receipt for goods or services presented to the Treasurer by the Production Manager/Producer.
- e. If a show requires more funds than budgeted for, the Production Manager/Producer may request additional funds from the Execs by way of a written statement.
- f. The Execs shall not authorise any amount of additional funds which would put MUSOC into debt.
- g. If additional money is required, and this would put MUSOC into debt, this request may only be granted by way of a 75% majority vote at a quorate General Meeting.



20. Show Monies

- a. At each performance the Production Manager shall appoint a Front of House manager.
- b. The Front of House manager shall ensure that records are kept of all tickets and merchandise sold and all monies collected.
- c. After each performance, the Front of House manager shall count all takings from ticket and merchandise sales. Any discrepancies between recorded takings and monies collected shall be reported to the Execs, via the Treasurer, as soon as possible.
- d. The Front of House manager shall be solely responsible for ensuring the total amount collected is received by the Treasurer.
- e. The Treasurer shall recount all monies received from the Front of House manager to ensure accuracy.
- f. The Treasurer shall be responsible for banking all monies received from the Front of House manager by 5pm on the next business day following receipt.
- g. The role of the Treasurer in ss20(d), 20(e), and 20(f), may be delegated to any other person, previously nominated by the Treasurer to the Secretary in writing, and accepted by the Execs at least 24 hours before the performance.
- h. Any misappropriation of funds shall be dealt with extremely severely, including involvement of Police where appropriate.

21. Constitution

- a. The Secretary and Treasurer shall keep copies of this Constitution which shall be available to members on application. The Constitution shall also be available on the MUSOC website. At any General Meeting the Secretary is responsible for bringing a paper copy of this Constitution for perusal by participants.

22. Alterations of the Constitution

- a. No part of this Constitution shall be altered, rescinded or added to except at a General Meeting of MUSOC and every proposed alteration must be handed to the Secretary at least eight (8) clear days before the date of such a meeting.
- b. No motion to alter or rescind or add to this constitution shall be deemed to be carried at a General meeting unless two-thirds majority vote in favour of the changes be received from the members present.
- c. The UCSA Clubs Development Officer, UCSA Clubs Committee, and University of Canterbury Students' Association Inc. must be notified in writing of any alterations made.
- d. No motion to alter or rescind or add to this Constitution shall be deemed to be carried if the University of Canterbury Students' Association Inc. Executive deems the change to be contrary to the interests, aims or objectives of the University of Canterbury Students' Association Inc.

23. Standing Orders

- a. The Standing Orders of this Club shall be those of the University of Canterbury Students' Association Inc.

24. Affiliation

- a. MUSOC shall apply for affiliation to the University of Canterbury Students' Association Inc. on an annual basis, and will abide by the decisions and rulings of its Executive. The conduct of the affairs of MUSOC shall be in accordance

with the Constitution of the University of Canterbury Students' Association Inc.

25. Winding Up

- a. MUSOC shall be wound up if:
 - i. A motion to that effect is passed by a two-thirds majority at a General Meeting, or
 - ii. The University of Canterbury Students Association Inc Executive passes a motion winding up the club, at the request of the outgoing President of MUSOC, having failed on three consecutive attempts to form a new Exec~~s~~.
- b. In the event of MUSOC winding up, all property and assets (including any monies held in MUSOC bank account), shall be held in trust by the University of Canterbury Students' Association Inc. for not less than four years, and shall be given to a University of Canterbury Students' Association Inc. Club with corresponding objectives when such a Club is formed. If, after four years, no similar University of Canterbury Students' Association Inc. Club is formed, the University of Canterbury Students' Association Inc. shall have the power to dispose of assets and properties as it sees fit. All profits from such disposal shall go towards the University of Canterbury Students' Association Inc. Club Funds.

Appendix One: Proposal Information

Once or twice a year, the MUSOC committee will put out a call for proposals. A proposal is essentially the beginning of any show that you want to see MUSOC doing. It acts as information to be given to the MUSOC committee. This Appendix is essentially to give you a basis of what your proposal should include, and a basic guide to choosing a show that is appropriate for MUSOC to do. (To see the Constitutional Requirements for proposals, see clause 14 of the MUSOC constitution).

Step One: Choosing a Show

There are so many shows available that this can seem daunting – but here are some basics to consider:

- 1) Does the show have a large enough cast to be suitable for a show by a university amateur group?
- 2) Is the show technically very demanding? Will you be able to cast the show with the talent available? Can you achieve the look that the show requires (in sound, or lighting, or dancing, or acting) with the resources and performers available?
- 3) Is the show appropriate to a primarily university/student based audience – i.e. will it have the ability to appeal to a wide variety of interests? (We're actually very open about this; our shows have ranged from HAIR to HMS PINAFORE)
- 4) Has the show been presented in Christchurch in the last 5 years? This is usually the very soonest after a show you want to have it on stage again. Fortunately it does not usually include school performances.

Step Two: Organise Your Proposal

Now you have a show that you feel fulfils the criteria above, you can start working on your proposal. A proposal includes:

- 1) Show Information: Your proposed show's title, details, awards it may have won, character list, its plot, and possibly even a prop list or an idea of a set layout. You should also try to include at least one song on CD so the committee has an idea of what the musical sounds like.
- 2) Production Team: You must provide the names of two people who have each agreed to take on the role of Director, Musical Director, or Production Manager. These roles need to be filled to even begin work on your show. You may also provide names of people who have agreed to take on the roles of Co-Director, Stage Manager, Technical Director, Props Manager, Set Dresser, etc. Many of these roles can be filled much closer to the show's performance date, and it is less vital to have them ready at the proposal stage.
- 3) Why: Here we need an explanation of why you feel the musical is really worthwhile for MUSOC to perform, why you feel strongly enough

about it to want to propose it, and what your vision is for the show. Do you want to do Gilbert and Sullivan set in the future? Explain here how your ideas would look and work on the stage.

4) Budget: A budget for your show. This is usually the most complex part of a show, and can be the most problematic. You will need to know the value of performance rights, venue hire, lighting/sound hire, cost of props/set/costumes, and so on. If you do not know these values, nor how to find them, talk to someone who does or ask a member of the committee to find you someone who can help you. You will get better results if you have tried to work it out for yourself first. Your Production Manager will have a big role in the show's money, so consider consulting with them. Ensure they know their duties – e.g. being aware of all the money which is spent in the production of the show and being able to reconcile this post-show (with receipts). Details can be found in clauses 12 and 13 of the MUSOC constitution. There is a budget template available as Appendix Two of the MUSOC constitution.

Step Three: Presenting your Proposal

When calling for proposals, the MUSOC committee will set a date to hear the responses. You should bring several copies of your proposal with you so the committee can peruse them. You will have about 15 minutes in which to sell your proposal to the MUSOC committee, explaining your proposal, the show itself, why you feel it will be worthwhile for MUSOC to do your show, and generally try to garner support for your proposal. The committee will hear all proposals and then take a vote by ballot in which they can vote for any show, or vest a vote of no-confidence in any show. They have total discretion in choosing a show, and the decision of the committee shall be final. The decision of the committee will be broadcast to all proposers within 7 days of the proposals meeting. If your show isn't picked, don't take it personally – there are all sorts of things the committee has to consider, and in the end it may simply come down to personal preferences. If your show is picked, congratulations! Your journey begins here.

Show Information	
Show Title:	
Plot Synopsis:	
Awards Won:	
Cast Breakdown:	Male Leads: Female Leads: Ensemble: Band size:

Production Team	
Director	
Contact Details	
Musical Director	
Contact Details	
Producer Name	
Contact Details	

Co-Director	
Contact Details	
Stage Manager	
Contact Details	
Technical Director	
Contact Details	
Other	
Contact Details	
Other	
Contact Details	
Other	
Contact Details	

Why? Why put this show on? What is your vision for the show?

Appendix Two: Budget Form