

Backstage Technical Services Constitution

Mission Statement:

Backstage Technical Services is a society of volunteers who provide technical support for events. Its aim is to provide training and experience for members within a friendly, constructive and safe environment; providing, where possible, a service to the University, The SU Bath, and the wider community.

Constitution:

- All members must be members of The SU Bath. Non-student members may not vote.
- The society will hold an AGM midway through Semester 2 during which committee hustings will be held.
- A development plan will be drawn up in semester two in order to ensure the continuing development of the society by laying out objectives and ambitions for the short to long term.
- Changes to any part of this document can be proposed by any member, but these must be ratified in a General Meeting. The Elections Procedure is given in Appendix A and Job descriptions for committee positions are given in Appendix B, however no General Meeting is required for the committee to make changes to these. The procedure for calling an EGM is outlined in Appendix C.
- The society *must* select a Chair, Secretary and Treasurer to executive posts. In addition to this, a Production Manager, two Equipment Officers, two Training and Safety Officers, a Social Secretary, and a Welfare and Inclusivity Officer *should* be elected. These ten officers form the full committee.
- Failure to elect any committee position will result in a by-election no more than two teaching weeks after the AGM. Failure to elect executive members after this time will result in the dissolving of the society.
- Should a committee member stand down from their position, a by-election should be held within two teaching weeks.
- The committee is elected to represent the society within The SU Bath and further afield in the local community. Committee members are expected to represent the views and aims of the society in accordance with the constitution and wishes of the membership.
- The Chair and Production Manager (if elected) along with four other committee members shall form a quorum. In order for a committee decision to be valid, a quorum of the committee must vote.
- If a committee vote is tied, the Chair has the deciding vote. All committee votes will be made by a simple majority. The losing members of a tied vote may unanimously demand that the decision be referred to a General Meeting.
- For a society General Meeting to be quorate, the number of non-committee members in attendance must be at least the size of the current committee in attendance plus one. Student members attending remotely are counted as in attendance.
- The number of non-committee members required to call a General Meeting is equal in number to the size of the current committee.
- Every member of the society has a responsibility for their own health and safety and for others around them.

All members of the committee must actively promote health, safety and welfare within the society. Any concerns should be brought to the attention of the committee.

- The committee meeting minutes shall be made available to the membership by the Secretary within 14 days of the meeting taking place. Details of sensitive information may be withheld at the discretion of the committee and any parties involved, but should still be itemised within the minutes.

Appendices:

A. Elections Procedure

B. Committee Job Descriptions

C. Procedure for Calling an EGM

Appendix A: Elections Procedure

Elections for the Backstage Committee will be held in the second semester, and will abide by The SU Bath's society election dates, unless a clash with another Backstage event requires an exemption to be sought.

Any Backstage member who will be a student member in the following year may stand for election to any one or more of the committee positions. Placement students of the following year may stand for non-core roles, that is, those not including Chair, Treasurer, or Secretary.

Nominations:

- Nominations will take the form of manifestos submitted by candidates to the online election system on <https://www.thesubath.com>.
- Members are encouraged to send their manifestos to the Backstage mailing list (backstage@lists.bath.ac.uk), once they have nominated themselves online.
- All manifestos will be published on the Backstage website, unless a candidate specifically requests otherwise.
- Published manifestos can be found on the Backstage website (<http://www.bts-crew.com>), as well as the online system at <https://www.thesubath.com>.

Hustings:

- Hustings will take place after the AGM, which will be held between nominations closing and voting opening. Candidates are encouraged, but not required to attend.
- A suitable impartial person will be nominated by the committee to chair the hustings. This may be the chair of the AGM if they have no conflicts of interest.
- Hustings will consist of a one minute speech by the candidate followed by a series of questions.
- The speech can take any form the candidate chooses, but traditionally will explain why the candidate is standing for that role and what they would do if they were elected.
- There shall be preselected questions by the chairperson, and then there will be questions from the floor at the discretion of the chairperson. The number of questions preselected and from the floor will be decided by the chairperson.
- If more than one candidate is standing, each will be asked the same questions.
- The order in which candidates answer questions will be decided by the chairperson and rotated during hustings.
- Questions may be suggested by contacting the chairperson prior to hustings.
- Follow-up questions will be at the discretion of the chairperson. The same questions will be put to all candidates for the same position. Follow-up questions should be made immediately after the initial question.
- In the event that a candidate cannot attend the AGM, but wish to be represented, then they must advise the chairperson of this. They may attend remotely via video or audio link. If this is not possible, the chairperson shall seek to obtain answers to the questions from them prior to the AGM. They will not be able to answer any following questions or make a speech, but may send a statement in to be read by a proxy of their choosing with the prior permission of the chairperson.

Voting:

- Voting will take place on thesubath.com, as set out in The SU Bath's elections procedures, for a period of time after hustings, as defined by the SU.
- Only student members of Backstage are eligible to vote.
- If the outcome of the elections is that no candidate is selected for one or more of the positions, a by-election will be held within The SU Bath's's timetable (or within two teaching weeks, if not applicable).
- In the event of a tie for a position, a count back will be held between the tied members, to determine who received the highest number of first-choice votes. If the vote remains tied in first-choice votes, a coin will be tossed by The SU Bath's Acting Returning Officer to determine the winner.
- In the event of a single candidate running for two (or more) positions, they will be contacted by Bath SU's

Acting Returning Officer before voting, and asked which one they would prefer to take, in the event of them winning multiple positions. If they do win more than one election, they will be eliminated from the polls that were not their preference, and their votes will be redistributed.

- The winners of the ballots will be announced on thesubath.com. A committee member should then circulate them around the Backstage mailing list, and the results will be declared on the Backstage website. The ballot count or order of results will not be declared.

Disputes:

- Disputes about the process or results of the election should be made to The SU Bath Acting Returning Officer, as set out in The SU Bath's Election Rules.

Appendix B: Committee Job Descriptions

Chair

- To chair meetings.
- To oversee smooth running of all society activities.
- To ensure all SU rules and regulations are adhered to.
- To represent the society at appropriate SU meetings.
- To be someone that anyone with a problem regarding the society, a member, or otherwise, can approach for help.
- To maintain liaison and good relationships with Backstage stakeholders.
- To ensure the society is appropriately represented at Socs GMs.

Treasurer

- To maintain the society accounts in good order.
- To provide an up to date financial statement to the committee at appropriate intervals.
- To invoice clients immediately following an event and ensure prompt payment.
- To advise on and oversee the preparation of quotes for internal and external customers.
- To be responsible for the preparation of the budget application and, in conjunction with the Chair, to ensure the correct implementation of that budget.
- To take responsibility for the insurance of all equipment.

Secretary

- To handle incoming and outgoing mail.
- To maintain an accurate record of members, and organise literature for Freshers' fair etc.
- To organise and publicise meetings, especially the AGM.
- To administer the society computer accounts and mailing lists.
- To ensure minutes of meetings are recorded and issued in an appropriate timescale.

Production Manager

- To receive bookings for events, work out if Backstage can do it, and to reply to them.
- To allocate equipment resources accordingly in the event of a clash.
- To allocate a Technical Event Manager if the event is taken on.
- To maintain the Backstage diary in a web-based format.
- To manage overlaps and back to back shows and events.
- To encourage the use of event reporting for future years.

Equipment Officer

- To ensure all Backstage-maintained equipment is safe and conforms to relevant legislation.
- To oversee the correct specification and acquisition of new equipment.
- To ensure that society-owned equipment is appropriately stored and tracked.
- To keep society-owned equipment in good working order through regular servicing, repair and replacement as necessary.
- To maintain an up-to-date list of Backstage equipment, that all members can access.

Training and Safety Officer

- To organise the Training program.
- To ensure that wide and well-informed training is available to members.
- To oversee the maintenance of the online training guides and keep a record of the training sessions people have completed.

- To liaise with SU activities/safety manager, University safety managers and others as appropriate.
- To maintain an up to date set of risk assessments and method statements which are easily accessible to the membership.
- To oversee health and safety within Backstage.

Social Secretary

- To organise social events for all Backstage members.
- To promote said events and obtain feedback from members.
- To organise the purchase of crew clothing.

Welfare and Inclusivity Officer

- To lead on campaigns related to welfare and inclusivity within the club.
- To attend Welfare and Inclusivity Training provided by the SU.
- To actively promote the role to members so that they are aware of how they can raise concerns or issues within the club.
- To be a reporting point for students in their club who wish to report welfare related incidents and work with committee or teams to resolve or signpost to relevant support.
- To ensure that where possible the club participates in the Inclusivity Award and co-ordinates this involvement.

Appendix C: Procedure for Calling an EGM

An EGM is an extraordinary general meeting open to all members of the society to discuss issues arising that would normally be raised in the AGM, but require urgent discussion.

An EGM can be called by any of the following ways

- The Chair can call an EGM at any time
- The resignation of a committee member triggers an EGM for a by election
- An EGM can be called by the general membership, and requires at least an equal number of non-committee members as on the current committee.

Once a meeting has been called, it must be held within 21 days and the agenda circulated no less than 7 days prior to the meeting. The agenda must include the reason for the meeting and additional agenda points can be accepted up until 48 hours before the meeting.

The Chair will chair the meeting or nominate a representative to act as chairperson. If however the Chair has a conflict of interest that would prevent them from chairing the meeting, an impartial representative will be appointed by the rest of the committee and announced at the earliest possible date.