

THE CONSTITUTION OF THE NEW SOUTH WALES UNIVERSITY THEATRICAL SOCIETY

As adopted at the annual general meeting, 23 October 2002, and amended at the annual general meetings on 22 October 2003 and 16 October 2005, and at the extraordinary general meetings on 4 October 2006, 21 March 2007 and 19 March 2008.

1. INTRODUCTION

1.1 The official name of this club shall be New South Wales University Theatrical Society.

1.1.1 The official abbreviated name of this club shall be NUTS.

1.2 NUTS principal aims shall be:

1.2.1 to stage a broad range of theatrical projects involving the students of the University of New South Wales,

1.2.2 to provide a community nexus for students who share an interest in the theatre,

1.2.3 to foster the development of its members' practical theatrical skills.

1.3 NUTS shall be a non-profit organisation.

1.4 NUTS shall be affiliated to the Arc @ UNSW Limited.

1.4.1 During the course of affiliation, the club shall comply with any requirements of the Arc @ UNSW Limited.

1.5 In all matters not specifically dealt with herein, the procedures set out in Guide for Meetings and Organisations by N. E. Renton (6th Edition) shall apply.

1.6 For the purposes of this Constitution:

1.6.1 the University shall mean the University of New South Wales;

1.6.2 Session One shall mean Session One of the academic year of the University of New South Wales.

1.6.3 Session Two shall mean Session Two of the academic year of the University of New South Wales.

1.6.4 the Arc shall mean Arc @ UNSW Limited;

1.6.5 Tharunka shall mean the official serial publication of the Arc;

1.6.6 Blitz shall mean the official weekly publication of the Arc;

- 1.6.7 CATS shall mean the Centrally Allocated Teaching Space department of the University of New South Wales;
- 1.6.8 members shall mean both full and associate members of NUTS;
- 1.6.9 full members shall mean full members of NUTS;
- 1.6.10 associate members shall mean associate members of NUTS;
- 1.6.11 the Executive shall mean the Executive of NUTS;
- 1.6.12 Annual General Meeting shall mean an Annual General Meeting of NUTS;
- 1.6.13 Extraordinary General Meeting shall mean an Extraordinary General Meeting of NUTS;
- 1.6.14 the Barn shall mean the set storage space NUTS shares with the CSE Revue Society, Law Revue Society and with the Med Revue Society.
- 1.6.15 With respect to voting on a motion, an absolute majority of votes shall mean a greater number than one-half of all votes cast either for or against the motion.
- 1.6.16 With respect to an election, an absolute majority of votes shall mean a greater number than one-half of the whole number of formal ballot papers.

2. MEMBERSHIP

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2.1 Full membership of NUTS shall be open to all University of New South Wales students, subject to affiliation requirements of Arc, pay a membership fee of at least \$2 and complete a membership form.

2.2 Associate membership of NUTS shall be open to all persons who are not eligible for full membership, subject to affiliation requirements of Arc, pay a membership fee of at least \$2 and complete a membership form.

2.3 Membership fees for both full and associate members shall be set by the Executive.

2.3.1 Membership fees shall be determined at the start of, or prior to the start of, a year, before any membership fees are collected for that year.

2.3.2 Once the collection of membership fees has begun for a year, the cost of membership shall remain consistent throughout that year.

2.4 Contact details for members of your club are to remain with the Executive and the Arc to have sole access. Contact details are not to be given or sold to any other person.

- 2.5 The duration of a person's membership shall be until the end of Week One in Session One of the University year after they have become a member, or until the club's next Annual General Meeting, whichever is the latter.
- 2.6 NUTS shall not discriminate on the basis of sex, marital status, race, age, gender, sexuality or religion, in any of its activities or procedures, including the granting of club membership.
- 2.7 Notwithstanding clause 2.6, a member or associate member of NUTS may have their membership terminated after the following procedure is followed:
- 2.7.1 a motion is carried by the Executive, or the Executive is petitioned by fifteen members to instigate impeachment proceedings;
- 2.7.2 the members of NUTS are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 4.2;
- 2.7.3 the member concerned is notified in writing of the procedures and reasons for proceedings at least five academic days prior to the meeting;
- 2.7.4 the member concerned is given five minutes to speak against the motion at the Extraordinary General Meeting.
- 2.7.5 the member concerned is given the right to a rebuttal of three minutes after all speakers for and against the motion, which they may exercise immediately before the seconder and mover exercise their rights of reply (should the seconder and mover exercise these rights).
- 2.7.6 the motion is carried by the Extraordinary General Meeting.
- 2.8 Any member who believes they have been wrongly expelled may appeal to the Arc, who will arrive at the final resolution of the matter.

3. THE EXECUTIVE

- 3.1 The Executive shall consist of:
- 3.1.1 a President,
- 3.1.2 a Secretary,
- 3.1.3 a Treasurer,
- 3.1.4 a Technical Officer,
- 3.1.5 a Vice-President / Arc Representative,
- 3.1.6 a Publicity Officer,

3.1.7 a Costumes / Properties Manager,

3.1.8 two First Year Representatives.

3.2 The Executive shall be elected at two Annual General Meetings as described in sections 4.1.1 and 4.1.2.

3.2.1 Each member of the Executive shall be elected by secret ballot using the 'preferential voting' system described in Schedule A.

3.2.2 Each member of the Executive, excepting the First Year Representatives, shall be elected from and by all members, being both full and associate members (if the society has any), present at the election.

3.2.3 First Year Representatives shall be elected from members who are in their first year of University and present at the election, by all members, being both full and associate members (if the society has any), present at the election.

3.2.4 One member is permitted to hold two, but not more, executive positions.

3.2.5 A single executive position may not be shared between two or more members.

3.2.6 At no time shall an associate member be elected into a position which would cause associate members to hold a majority of all possible seats on the Executive.

3.2.7 A minimum of three different members shall remain on the Executive at all times.

3.3 The term of office for an executive member elected at the Second Annual General Meeting of any year (described in section 4.1.2) shall begin one week after the end of Session Two of that University year and shall end one week after the end of Session Two of the following year.

3.4 The term of office for an executive member elected at any other time shall begin upon their being elected and shall end one week after the end of Session Two in the University year during which they were elected.

3.5 There shall be regular meetings of the Executive as the Executive sees fit.

3.6 Quorum for any meeting of the Executive shall be more than one half of the total number of Executive members.

3.7 A member of the Executive may, by writing addressed to the President or, to the Vice-President if there is no President, if the President is unavailable, or if the resigning member is the President, offer their resignation.

3.7.1 upon such an offer, the resigning executive member's position shall be declared vacant, provided their offer is first accepted by the President or Vice-President in receipt of the offer.

- 3.7.2 The President and Vice-President are obliged to accept any offer of resignation which has been correctly tendered and which they believe to be both considered and sincere in its intent.
- 3.8 Notwithstanding clause 2.6, a member of the Executive may have their position declared vacant after the following procedure is followed:
- 3.8.1 a motion is carried by the Executive, or the Executive is petitioned by fifteen members to instigate impeachment proceedings;
- 3.8.2 the members of NUTS are notified of the proceedings formally as a motion on notice to an Extraordinary General Meeting under Section 4.2;
- 3.8.3 the executive member concerned is notified in writing of the procedures and reasons for proceedings at least five academic days prior to the meeting;
- 3.8.4 the executive member concerned is given five minutes to speak against the motion at the Extraordinary General Meeting.
- 3.8.5 the executive member concerned is given the right to a rebuttal of three minutes after all speakers for and against the motion, which they may exercise immediately before the seconder and mover exercise their rights of reply (should the seconder and mover exercise these rights).
- 3.8.6 the motion is carried by the Extraordinary General Meeting.
- 3.9 Any member of the Executive shall also have their position declared vacant if they:
- 3.9.1 die,
- 3.9.2 cease to be a member of NUTS,
- 3.9.3 are absent from any three consecutive general or executive meetings of NUTS without apology or leave.
- 3.10 Any member of the Executive who believes they have been wrongly expelled from the Executive may appeal to the Arc, who will arrive at the final resolution of the matter.
- 3.11 Any vacancy on the Executive which remains, or which eventuates, after the first Annual General Meeting of NUTS in any calendar year, must be filled at an Extraordinary General Meeting, via the procedures outlined in Section 4.2.
- 3.12 The Executive is at all times bound by the decisions of a club Annual or Extraordinary General Meeting.

4. GENERAL MEETINGS

4.1 There shall be one Annual General Meeting, and at least one Extraordinary Meeting in every calendar year.

4.1.1 The first Extraordinary General Meeting of any calendar year is to be held in the first six weeks of Session One.

4.1.1.1 At this meeting, two First Year Representatives shall be elected to the Executive. In addition, elections shall be held for any executive positions which are vacant at the time of the meeting.

4.1 There shall be one Annual General Meeting, and at least one Extraordinary Meeting in every calendar year.

4.1.1 The first Extraordinary General Meeting of any calendar year is to be held in the first six weeks of Session One.

4.1.2 The Annual General Meeting of any calendar year is to be held in the final four weeks of Session Two.

4.1.2.1 At this meeting, elections for all executive positions, excepting First Year Representatives, shall be conducted.

4.1.3 At any Annual General Meeting:

4.1.3.1 reports shall be presented by the President and Treasurer and by any another member of the Executive as they see fit,

4.1.3.2 full financial reports shall be presented and adopted,

4.1.3.3 constitutional amendments and other motions on notice may be discussed and voted upon.

4.1.4 Notice of any Annual General Meeting shall be no less than seven academic days, and is to be:

4.1.4.1 advertised in any Arc Publication ,

4.1.4.2 given in writing to the Arc,

4.1.4.3 given in writing to all NUTS members or, upon approval by the Arc, displayed in a way that will guarantee an acceptable level of exposure amongst NUTS members.

4.1.5 Quorum for any Annual General Meeting shall be twenty full members (including members who are Executive members) or more than one half of all full members, whichever is the lesser.

4.1.6 Full minutes of any Annual General Meeting, including a list of new-elected executive members, a written financial report, and constitutional amendments, shall be forwarded to the Arc within twenty-one academic days of the meeting.

4.2 There shall be Extraordinary General Meetings as the Executive sees fit or as petitioned under clause 4.2.3.

4.2.1 Extraordinary General Meetings shall be held during University session.

4.2.2 The format, procedures, notice and quorum for an Extraordinary General meeting shall be the same as for an Annual General Meeting, except that executive elections will not be held unless members are specifically notified that they will take place.

4.2.3 To petition an Extraordinary General Meeting, fifteen members or one half of all members, whichever is the lesser, must petition the Executive in writing.

4.2.3.1 A member petitioning an Extraordinary General Meeting in the above manner may not be a member of the Executive.

4.2.4 Such a petitioned meeting must be held within twenty-one academic days of receipt of the petition, but no sooner than five academic days.

4.3 Requirements for all meetings are as follows:

4.3.1 to be passed, a motion shall require an absolute majority of votes, except where the motion being considered is a motion to dissolve the club;

4.3.2 any person becoming a member on the day of a meeting shall be ineligible to vote at that meeting;

4.3.3 all other members, being both full and associate members, shall each be entitled to one vote;

4.3.4 no proxies shall be allowed at any meeting or in any election;

4.3.5 in the case of equality of voting the motion shall be lost;

4.3.6 Constitutional changes must be in the form of a motion on notice to an Annual or Extraordinary General meeting.

4.3.7 Constitutional changes passed at an Annual or Extraordinary General Meeting must be submitted to the Arc for approval and shall lapse if they are not ratified by the Arc.

5. FINANCES

5.1 NUTS shall hold an account with a financial institution on University campus.

5.2 All accounts for payment must be approved by the Executive.

5.3 NUTS shall have three signatories, one of whom shall be the Treasurer.

5.4 All transactions with NUTS' account shall require two signatures.

5.5 In no instance shall NUTS monies be used to meet the personal expenses of any member.

5.6 NUTS' financial records shall be open for inspection by the Arc at all times.

6. DISSOLUTION

6.1 Dissolution of the club will occur after the following conditions have been met:

6.1.1 an Extraordinary General Meeting is petitioned in writing as set out in 4.2.3;

6.1.2 procedures for notification as set out in 4.1.4 are followed, and the reasons for the proposed dissolution are included with the notification to the Arc;

6.1.3 quorum for the meeting to dissolve the club shall be twenty-five full members (including members who are Executive members) or three-quarters of all full members, whichever is the lesser;

6.1.4 no other business may be conducted at the meeting to dissolve the club;

6.1.5 after the petitioning body has stated its case any opposition must be given an opportunity to reply, with at least ten minutes set aside for this purpose;

6.1.6 a vote is taken,

6.1.6.1 the motion to dissolve shall require an absolute majority to be carried, except if it is opposed by fifteen or more voting members, in which case the motion shall lapse;

6.1.7 if the motion to dissolve is carried, the Arc must be notified within ten academic days.

6.2 Dissolution of the club will also occur if the club has been financially and administratively inactive for a period of eighteen months.

6.2.1 The Arc must give twenty academic days notice in Tharunka and in writing to the last known President before dissolving the club in this way.

6.3 On the dissolution of the club, the Arc may begin procedures to recover any property, monies or records belonging to the club, which it perceives would be of use to other Arc-affiliated clubs. The club will be given twenty academic days to forward all relevant items to the Arc before any action may be instigated.

6.3.1 On the dissolution of the club, the club shall not distribute assets to members.

7. DUTIES OF THE EXECUTIVE

7.1 The Executive shall be responsible for administering:

7.1.1 the activities of the club,

7.1.2 the finances of the club.

7.2 The Executive shall at all times act in accordance with and be bound by this Constitution.

7.2.1 Any serious doubt arising as to the application or meaning of any clause of this Constitution shall be resolved by a vote of a general meeting.

7.3 The Executive shall have the power to promulgate by-laws governing the running of NUTS and its activities, to vary and interpret such by-laws and to make decisions on behalf of NUTS, except on the following matters, which shall be reserved for the consideration of all members at a NUTS Annual or Extraordinary General Meeting:

7.3.1 the amendment of this Constitution,

7.3.2 the election of the Executive,

7.3.3 the impeachment of a member of the Executive,

7.3.4 the impeachment of any member,

7.3.5 the dissolution of this club.

7.4 All by-laws and decisions made by the Executive shall be made in accordance with NUTS aims as stated in section 1.2 of this Constitution.

7.5 The Executive has a duty to ensure this Constitution is available for scrutiny by any member.

7.6 The Executive has a duty to notify all members of any change to this Constitution when such a change is enacted at an Annual or Extraordinary General Meeting.

7.7 All decisions made by the Executive shall be available for scrutiny by any member.

7.8 Each member of the Executive has a duty to attend Executive meetings on a regular basis.

7.9 Each member of the Executive has a duty to share in tasks other than those listed amongst their specific duties, including (but not limited to):

7.9.1 providing front of house services at NUTS' productions and events.

7.9.2 running a NUTS stall during Orientation Week and Week One of Session One, and on other occasions as determined by the Executive.

7.10 Each member of the Executive has a duty to pass on their knowledge to their successor.

7.11 The specific duties of executive officers shall be:

7.11.1 DUTIES OF THE PRESIDENT

- a) To chair all general and executive meetings.
- b) To oversee and coordinate the activities and administration of the club.
- c) To acquaint each Executive officer with their duties and responsibilities, and maintain personal contact with them.
- d) To ensure that each Executive officer performs their duties as laid down in this constitution.
- e) To ensure that there are regular meetings of the Executive.
- f) To pro-actively ensure the smooth running of all productions by liaising with directors and their production teams.
- g) To ensure that all other tasks necessary for the running of the society and its activities are performed properly, either by performing them one's self or by delegating them.
- h) To, in consultation with the rest of the Executive, develop and pursue long term goals for the society.
- i) To have a thorough knowledge of this constitution and ensure that it is adhered to.
- j) To act as official spokesperson for the club.
- k) To liaise with the School of Media, Film and Theatre Production Unit in order to represent NUTS' interests to them and to resolve any problems that arise in their dealings with NUTS.
- l) To liaise with the Arc, other University bodies and campus community groups as required in the running of NUTS.
- m) To, in conjunction with the Publicity Officer and Secretary, establish and maintain relationships with other campus community groups, University bodies and off campus organisations, with the aim of promoting NUTS and its activities.
- n) To present a report on the club's activities at all Annual and Extraordinary General Meetings.
- o) To ensure that NUTS remains affiliated with the Arc by seeing that an Application for Affiliation form accompanied by the minutes of the most recent Annual General Meeting and a current membership list is submitted to the Arc when required for re-affiliation.
- p) To ensure that the Arc is notified of any changes to the Executive.
- q) To, at the completion of one's term of office, acquaint the members of the incoming Executive with their duties and responsibilities.

7.11.2 DUTIES OF THE SECRETARY

- a) To be responsible for receiving and sending all correspondence (conventional and e-mail) on behalf of the club, including regular broadcast e-mails.
- b) To organise general and executive meetings, and agendas for these meetings (in consultation with the President).
- c) To ensure that minutes are taken and kept on record for each general and executive meeting.
- d) To coordinate elections.
- e) To maintain a database of members and their details.
- f) To be responsible for the signing up of new members.
- g) To keep all documents belonging to the club in order.
- h) To maintain an archive of publicity material and documents of historical interest.
- i) To, in conjunction with the President and Publicity Officer, establish and maintain relationships with other campus community groups, University bodies and off campus organisations, with the aim of promoting NUTS and its activities.
- j) To maintain a register of by-laws and decisions (“NUTS Policy”) made on behalf of NUTS by the Executive.

7.11.3 DUTIES OF THE TREASURER

- a) To keep and maintain the club’s financial records.
- b) To ensure records are kept both up-to-date and in good order.
- c) To hold cheque books, cash boxes, etc.
- d) To keep the Executive and the club informed of its financial position.
- e) To present a report on the club’s finances at all Annual and Extraordinary General Meetings.
- f) To carry out financial transactions as approved by the Executive.
- g) To organise a cash float for all NUTS performances and events.
- h) To ensure all money received by NUTS is banked promptly.
- i) To ensure that no club money is spent without receipt.
- j) To ensure that club monies are not misused at any time.
- k) To ensure the club does not take on a debt it cannot repay.
- l) To pro-actively ensure the competent financial management of all productions by their producers.
- m) To be a source of information for producers on their role.
- n) To organise any change of signatories required when there is a change in the membership of the Executive.

- o) To, on all NUTS' productions and events, co-ordinate front of house services, including (but not limited to) ticketing, record keeping and rostering of front of house personnel.

7.11.4 DUTIES OF THE TECHNICAL OFFICER

- a) To, by liaising with the crew concerned, ensure the competent technical management of all NUTS productions.
- b) To be a source of information for crew on their roles.
- c) To be responsible for the upkeep and security of the NUTS cupboard in Studio One.
- d) To maintain an inventory of all set pieces and tools belonging to NUTS.
- e) To oversee the loan, use and return of all NUTS' set pieces and tools.
- f) To ensure that all set pieces, building materials and tools belonging to NUTS are appropriately and conveniently stored in the Barn.
- g) To, as required, organise working bees for the purpose of cleaning the Barn and organising its contents.
- h) To ensure that the excess building materials resulting from each NUTS production are recycled or disposed of as appropriate by the production team working on each production; and to, where necessary, arrange for the disposal of waste building materials one's self.
- i) To liaise with the CSE Revue Society, Law Revue Society, Med Revue Society and other societies regarding use of the Barn and ownership, borrowing and hiring of materials, maintaining a healthy relationship between the societies.
- j) To ensure there is a sufficiently experienced technical person at each bump in and bump out, providing technical assistance where required, ensuring NUTS property is respected and any rules set down by the hirer are adhered to.
- k) To organise workshops and other training opportunities for members in all areas of technical production.
- l) To generate interest, amongst members and prospective members, in all areas of technical production.
- m) To ensure all NUTS' productions have a committed and suitable crew.
- n) To source crew members, as required, to work on NUTS' productions. This may be done by, in conjunction with the secretary, soliciting interest from amongst NUTS members and maintaining a database of members who wish to take on technical and design roles.
- i) To ensure that new and inexperienced crew are given the opportunity to participate in NUTS productions and build their skills, thereby ensuring that NUTS has a healthy pool of experienced crew in the future.

7.11.5 DUTIES OF THE VICE-PRESIDENT / ARC REPRESENTATIVE

- a) To chair general and executive meetings in the absence of the President.

- b) To carry out the duties of the President should the President become ill or be otherwise unable to fulfil their duties.
- c) To provide assistance to the President in the carrying out of his or her duties and in carrying out any tasks which fall outside the scope of other executive portfolios.
- d) To, in conjunction with the President, pro-actively ensure the smooth running of all productions by liaising with directors and their production teams.
- e) To familiarise one's self with the services offered by the Arc, to make other executive members aware of these opportunities and ensure that NUTS takes full advantage of them.
- f) To represent NUTS at, or when unable to attend, ensure that NUTS is represented at, all Arc clubs meetings.¹
- g) To apply for Arc subsidies and grants, as appropriate, for all NUTS productions and events, and to ensure all necessary criteria are met by NUTS in applying for this funding.
- h) To carry out other duties associated with those services provided or facilitated by the Arc, including (but not limited to): booking indoor space for NUTS' Activities through CATS, booking outdoor space for NUTS' activities through University Security, booking stalls for Orientation Week and other University open days through the Arc.
- i) To liaise with the different departments of the Arc, in order to represent NUTS interests to them and to ensure NUTS' takes full advantage of the opportunities offered by them.
- j) To plan and coordinate, in consultation with the rest of the Executive, the club's social activities.

7.11.6 DUTIES OF THE PUBLICITY OFFICER

- a) To pro-actively ensure that all NUTS' productions, and associated activities such as auditions, are well publicised by liaising with the publicity personnel working on each of them.
- b) To ensure that the publicity material for all NUTS' productions and events, and the manner in which it is distributed, complies with any guidelines set down by NUTS and by the Arc.
- c) To be a source of information for publicists on their role.
- d) To organise the promotion of all NUTS' events.
- e) To organise the promotion of NUTS itself.
- f) To organise the promotion of NUTS and its activities at Orientation Week and at other University open days.
- g) To ensure all NUTS' productions and events are publicised in Blitz and, as far as possible, in Tharunka, by establishing and maintaining a relationship with the staff of Tharunka.

¹ If no other Executive member is able to attend a meeting that the Arc Representative is unable to attend, the Arc Representative should give advance written apologies for that meeting to the Arc.

- h) To, in conjunction with the President and Secretary, establish and maintain relationships with other campus community groups, University bodies and off-campus organisations, with the aim of promoting NUTS and its activities.
- i) To update NUTS' website in collaboration with the Secretary.
- j) To publish and organise the circulation of NUTS' publications as required.
- k) To assist the secretary in writing and sending broadcast e-mails when necessary.
- l) To explore new publicity strategies for NUTS and its activities and assist in their implementation.

7.11.7 DUTIES OF THE COSTUMES / PROPERTIES MANAGER

- a) To, by liaising with the crew concerned, ensure that all NUTS productions are competently costumed.
- b) To be a source of information for costume designers / costume makers on their roles.
- c) To maintain an inventory of all properties belonging to NUTS.
- d) To oversee the loan, use and return of all NUTS' costumes and properties.
- e) To ensure that all costumes and properties belonging to NUTS are appropriately and conveniently stored in the Costume Store.
- f) To, as required, organise working bees for the purpose of cleaning the Costume Store and organising its contents.
- g) To organise workshops and other training opportunities for members in the design and construction of costumes and properties.
- h) To generate interest, amongst members and prospective members, in the design and construction of costumes and properties.
- i) To ensure that new and inexperienced crew are given the opportunity to participate in NUTS productions and build their skills, thereby ensuring that NUTS has a healthy pool of experienced crew in the future.
- j) To liaise with the CSE Revue Society, Law Revue Society, Med Revue Society and other societies regarding use of the Costume Store and ownership, borrowing and hiring of materials, maintaining a healthy relationship between the societies.
- k) To liaise with University bodies regarding storage facilities on campus.
- l) To maintain a good working relationship with the School of Media, Film and Theatre Production Unit.

7.11.8 DUTIES OF THE FIRST YEAR REPRESENTATIVES

- a) To represent the interests of first year students on the Executive.
- b) To promote the society to first year students and encourage their active involvement, by addressing lectures and tutorials, through face-to-face discussion, and by other means.

c) To assist other members of the Executive in carrying out their duties and to carry out any tasks which fall outside the scope of other executive portfolios as delegated by the President or the Executive.

7.12 It is the responsibility of the Executive to delegate the technical maintenance of the NUTS website and forum, forum moderation and other areas of online maintenance not specifically dealt with by either the Secretary or the Publicity Officer to whichever member (or members) of the Executive who are best suited to these roles. Where no individual has the knowledge or experience to fulfil these areas of responsibility, the Executive has the duty to seek individuals from the general membership to take on the roles.

7.13 Those executive duties listed under section 7.11 constitute an agreement of honour between each member of the executive and NUTS and are to be interpreted according to the spirit, not to the letter, of their provisions.

8. PRODUCTIONS

8.1 In return for the receipt of all ticket sales, NUTS will fund and assist directors and producers to put on theatrical productions.

8.2 Directors and producers shall be appointed by the Executive.

8.2.1 Directors and producers must be full or associate members of the club.

8.3 In order to put on a NUTS production, a member must apply to the Executive in the form of a written proposal. Where a proposal is approved, the applying member will be appointed either director or producer of the approved production.

8.3.1 The Executive shall give notice to all members as to when it will be accepting proposals. Such notice will outline the conditions to be satisfied and aspects to be considered in the assessment of proposals and shall be given no less than ten week days prior to the deadline.

8.3.2 The Executive will consider all proposals received and will either approve or decline them.

8.3.3 In the case of a declined proposal, the Executive shall notify the applying member in writing within fourteen days of the decision being made.

8.4 All persons participating in a NUTS' production in any active capacity must be either a full or associate member of NUTS.

SCHEDULE A: RUNNING OF ELECTIONS

A.1 At any meeting where an election is to occur, office-bearers shall be elected in the following order:

- 1) President,
- 2) Secretary,

- 3) Treasurer,
- 4) Technical Officer,
- 5) Vice-President / Student Organisations Representative,
- 6) Publicity Officer,
- 7) Costumes / Properties Manager,
- 8) First Year Representatives.

Each office-bearer shall be elected in a separate ballot, except the First Year Representatives who shall both be elected in the one ballot. Each ballot shall be completed and the result declared before nominations for the next ballot are called.

A.2 Before each ballot the chair shall call for nominations from amongst all members (excepting those who have become members on the day of the meeting). For a nomination to be accepted, a nominee must have both a nominator and a seconder, each of whom must be a member (but must not have become so on the day of the meeting).

A.2.1 An absent member may stand for election provided either their nominator or seconder, or both, are in attendance at the meeting; and provided the Chair is furnished with a written statement, signed by nominator, seconder and candidate, declaring the candidate's intention to contest the position. The Chair should not accept such a nomination unless satisfied that the person concerned is willing to stand.

A.2.2 Any member may nominate and/or second the nomination of more than one candidate. A member may nominate themselves.

A.3 When it appears that all nominations which are likely to be forthcoming have been made, the Chair, after checking this point by question to the meeting, should declare nominations closed. (If it has not already been done, the details of each nomination should be provided to the Returning Officer at this point.)

A.4 If, when nominations close, the number of candidates that have been nominated is equal to or less than the number of vacancies, then all the candidates concerned are automatically deemed successful. They should be declared duly elected without any further motion or other voting procedure. Any position remaining vacant should be filled at a future general meeting as described in section 3.11 of this constitution.

A.5 In the event of more candidates being nominated than there are vacancies to be filled, a secret ballot shall be conducted using the preferential voting system. This system is described below.

A.6 Following the close of nominations, and a declaration that a ballot will take place, each candidate in the ballot should be given the opportunity to address the meeting in order to argue their suitability for the position being considered. Each address should last for no more than five minutes. Where a candidate is absent their nominator or seconder may speak on their behalf. Speeches should be given in the order of nomination or, at the request of any candidate, in an order determined by drawing lots.

A.7 Following any speeches, the Returning Officer should with appropriate security precautions and in sequence:

- 1) identify those persons present who are entitled to vote;
- 2) count out ballot papers equal to the number of people eligible to vote;
- 3) arrange for these ballot papers to be distributed to eligible voters;
- 4) check that each person entitled to a ballot paper has in fact received one;
- 5) instruct voters in marking their ballot papers as described in A.8 and A.9;
- 6) re-introduce the candidates to the meeting;
- 7) invite those holding ballot papers to mark them;
- 8) arrange for the collection of the ballot papers;
- 9) verify that all voters have returned their ballot papers;
- 10) count the number of ballot papers returned;
- 11) all things being in order, formally declare the ballot closed;
- 12) determine the formality of all ballot papers and count all formal votes as described in Sections A.10 to A.16, conducting a recheck of informal votes and a recount of formal votes where the result is close;
- 13) present the result of the election to the chair.

A.8 Because nominations are to be accepted not long before each ballot is conducted, voters should be issued with universal ballot papers (ballot papers on which no names have been entered). The Returning Officer should instruct each voter to write each candidate's name on their ballot paper in the order in which speeches were given. The Returning Officer should, for this purpose, read each candidate's name out in order as often as required.

A.9 The voter shall record their vote by placing the number "1" in the square opposite the name of the candidate to whom they desire to give their first preference vote. The voter shall give contingent votes for all remaining candidates by placing in the squares opposite the names of such candidates the numbers "2", "3", "4" respectively, and so on in order of the voter's preference for them.

A.10 If one or more candidates' names have not been entered on a ballot paper it shall be considered informal. If all candidates' names have been entered on a ballot paper in an order other than that prescribed by the Returning Officer, the ballot paper will be treated as formal, provided candidates have been numbered correctly, because the voter's intention is clear.

A.11 A vote shall be informal unless a number is placed against every name. A vote shall also be informal if a number is duplicated or left out. However, if all squares on a ballot paper are numbered consecutively from 1, without repetition of any number, and the last square is left blank, the ballot paper will be treated as formal because the voter's intention is clear.

A.12 In determining the winner in a ballot for the election of one candidate (as in the election of all executive positions except First Year Representatives) the Returning Officer shall proceed as follows:

- 1) He/she shall distribute all formal ballot papers into piles according to their first preference vote. All the ballot papers in any given pile should indicate a first preference for the same candidate. Any given pile should contain all the first preference votes for a candidate.
- 2) He/she shall count the first preference votes lodged for each candidate.
- 3) A candidate who received a number of first preference votes greater than half the total number of formal ballot papers shall thereupon be declared elected.
- 4) If no candidate has received an absolute majority of first preference votes, the Returning Officer shall exclude the candidate who received the fewest first preference votes. Each ballot paper counted to the excluded candidate shall then be redistributed amongst the unexcluded candidates according to the next preference indicated on each ballot paper.
- 5) Then, if no candidate has an absolute majority of votes, the process shall be repeated by excluding the next candidate who has the fewest votes, and counting each of his/her ballot papers to the unexcluded candidates next in the order of the voter's preference, until one candidate has received an absolute majority of votes and is elected.

A.13 In determining the winners in a ballot for the election of more than one candidate (as in the election of First Year Representatives) the Returning Officer shall proceed as follows:

- 1) He/she shall proceed as described in Section A.11 until one candidate gains an absolute majority of votes and is elected. This candidate shall be called the 'first-elected candidate'.
- 2) All formal ballot papers shall then be distributed into piles according to their first preference vote, except those which show a first preference vote for the first-elected candidate; these ballot papers shall be distributed according to their second preference.
- 3) The Returning Officer shall then count the votes which have been assigned to each candidate.
- 4) A candidate who has an absolute majority shall thereupon be declared elected. If however, no candidate has an absolute majority, a process of elimination of those candidates with the lowest number of first preference votes and the distribution of their preferences will continue as described in A.11 until such time as one candidate attains an absolute majority and is elected. This candidate shall be called the 'second-elected candidate'.
- 5) Further vacancies² shall be filled one by one in the manner described above, provided that at all times a ballot paper on which a first preference for any elected candidate is

² This step shall only be required in the event of a future constitutional amendment or amendments requiring the election of three or more Executive members in the one ballot.

marked shall be attributed to a continuing candidate next in order of the voter's preference. Elected candidates shall be called the 'third-elected candidate' and so on according to the order of their election.³

- A.14 If, at any stage of the count, two candidates have an equal number of votes and one of them has to be excluded, the Returning officer shall scrutinize all the ballot papers in those bundles belonging to other unexcluded candidates and in doing so shall determine which candidate is preferred by more voters, e.g. if, of thirty ballot papers, eighteen list candidate A as their higher preference and only twelve list candidate B as their higher preference, B shall be excluded. If the candidates are found to be equal in this regard then the President shall exercise a casting vote, unless they are a candidate in the ballot, in which case the Vice-President shall exercise a casting vote, unless they are also a candidate in the ballot, in which case the tie shall be broken by a draw from the hat, the candidate whose name is drawn being the candidate who remains in the ballot.
- A.15 If, at any stage of the count, more than two candidates have an equal number of votes and one of them has to be excluded, the President shall exercise a casting vote, unless they are a candidate in the ballot, in which case the Vice-President shall exercise a casting vote, unless they are also a candidate in the ballot, in which case the tie shall be broken by a draw from the hat, the candidate whose name is drawn being the candidate who remains in the ballot.
- A.16 The exercise of a casting vote in an election amounts to a choice between two candidates. However, it does not have the effect of increasing the chosen candidate's number of votes by one for any other stage of the vote.
- A.17 The Secretary shall act as Returning Officer on all ballots, except on any ballot in which the Secretary is running for office. In such a ballot, the President shall act as returning officer. Should both the President and Secretary be candidates in the same ballot, then the Vice- President or another member of the Executive endorsed by the meeting shall act as Returning Officer.
- A.18 The President shall act as Assistant Returning Officer, except where they are a candidate or acting as Returning Officer, in order to exercise their casting vote if required. Where the President is unavailable, The Vice-President shall act as Assistant Returning Officer. Should both the President and Vice-President be unavailable, any other member nominated by the Returning Officer and endorsed by the meeting shall act as Assistant Returning Officer.
- A.19 Each candidate may appoint one scrutineer to observe the count. A candidate may choose not to appoint a scrutineer. Two or more candidates may also endorse the one scrutineer. Scrutineers should not interfere with the ballot papers or other election material unless directed to do so by the Returning Officer.

³ If required by a future constitutional amendment or amendment, the first-elected candidate shall have seniority over the second-elected candidate, who shall have seniority over the third-elected candidate, and so on.