**SocsFed Warwick SU**

**Society Constitution  
Freshblood New Writing Theatre Society Constitution**

Date Recognised/Renewed­­­\_\_\_\_\_\_\_\_­\_\_\_

**Preamble**

Freshblood New Writing Theatre Society was originally formed at the beginning of the academic year 1992/1993. This constitution is a re-writing to be activated from the Summer term of the academic year 2022/2023.

1. **Name**

The name of the Society shall be: University of Warwick Student’s Union Freshblood New Writing Theatre Society

1. **Aims and Objectives**
   1. The Society shall have written statement of aims and objectives, which shall be part of the Constitution and shall be annually subject to review by the Society Executive Committee.
   2. The Statement of the Aims and Objectives of the Society shall be:  
      1. To promote and support the creation and performance of student written theatre.
      2. To facilitate workshops. These include:  
         1. Inviting professionals within the industry, particularly new writing companies, playwrights and dramaturgs.
         2. Collaborating with other societies, such as BFT Film Productions, the Writing Society and other Warwick Drama societies.
         3. Workshops with the society Dramaturg if desired to enable members to perform/work on their plays with the exec.
      3. To broaden the diversity of the society by liaising and collaborating with minority societies.
      4. To, if financially able as decided by the executive committee, take submissions/partially subsidise a production to the Edinburgh Fringe/National Student Drama Festival/Inter-University Drama Festival as well as encouraging and dramaturgically supporting submissions to external new writing festivals.
      5. To uphold an equal opportunities policy, aiming to provide opportunity for as many of Warwick’s student’s as possible to get the chance to create and/or perform their own work.
      6. To hold socials, including sober socials to help create a community atmosphere within the society. These also include running socials to other Warwick Drama society shows.
      7. To facilitate, through money (the amount to be decided by the treasurer and executive committee), advice and any other support, low budget ‘Freshfund’ shows once a term that take place around campus.
      8. To endeavour to make sure that it is financially possible to facilitate at least one studio show an academic year. Shows are submitted through the Drama Collective.
      9. To facilitate ‘Freshfest’ a new writing festival of four or more student written plays that takes place in a single week of Term 2, providing directing, producing, marketing, acting opportunities for as many people as possible.
      10. To encourage participation from anyone in whichever area of writing they propose if possible.
      11. To provide dramaturgical advice and support if desired by the elected Dramaturg/s.
      12. To ensure a healthy distance is maintained between the writer and production team, writers may not adopt a directorial role (director, co-director, assistant director), or a producer role (producer, co-producer, assistant producer) in any capacity for shows they have written.
      13. In the name of efficient and productive communication between the panel and the pack team, writers cannot be completely anonymous and must make at least the production manager aware of their identity.
      14. If the text contains scenes of an intimate nature (as deemed by the dramaturg and production manager), the initial pack should include a plan of how to approach intimacy and safeguarding.
2. **Decision Making**
   1. The Society General Meeting shall be the sovereign body of the Society. It shall elect all officers of the Society and may decide on any matter relating to the activities of the society.
   2. The Society Executive shall call at least one General Meeting per year for the purposes of electing all the Society Officers and discussing plans and activities for the coming year.  
      1. The Executive shall give at least seven days notice of any General Meeting to all members and such notice shall include details of any elections to be held.
      2. The General Meeting will have a quorum of 20% of the total membership.
      3. The Executive shall call further meetings at either its own initiative or at the request of 20% of the membership or the request of the Societies and Student Development Officer.
   3. The Society Executive shall be made up of at least eight voting officers of which three shall be the President, Treasurer and Secretary respectively. The General Meeting shall be free to give titles to the remaining officers and create other executive officers as it believes necessary.  
      1. The Society Executive has the following positions with the following responsibilities. The removal of one of these positions must be subject to a Society Executive vote.
3. President
   * To ensure the running of all the below points within the Society Constitution
   * To offer support and take over any jobs if necessary from members of the executive committee.
   * To assist in the execution of any Society functions where necessary.
   * To help organise any new initiatives of the Society.
   * Replying to messages and queries the society receives.
   * To meet with the Presidents and Production Managers of the other Warwick Drama Societies.
   * For the benefit of the success of the show, Freshblood’s President must ensure they are not part of a Freshblood show’s cast or crew.
4. Secretary
   * For ensuring and organising regular Society Executive Meetings
   * For ensuring and organising the annual General Meeting, and organising any extraordinary General Meeting’s.
   * For taking minutes at the any regular meetings. These are notes to be posted so that the executive committee can refer back to.
   * For putting together the content for and ensuring the weekly distribution of society-related news via email.
5. Treasurer
   * For accounting and maintaining sound finances for the society.
   * To endeavour to ensure there is sufficient finances for one studio show per annum.
   * Directing the expenditure of the Society’s funds in a responsible fashion and in line with the aims, objectives and planned activities of the society
   * Checking prospective production budgets and keeping in contact with the producer thereafter.
   * Deciding on the budgets for every event.
   * Ensuring that every member of different productions (crew, writers and actors) have bought society membership.
   * Formulating and submitting an annual bid for funds from the Societies Federation Committee prior to any specified deadline which shall include a statement of activities and objectives for the coming year and detailed justification of the figures contained within the bid as well as deciding on the price of the society memberships.
   * Formulating and submitting any addition bids for funds from the Societies Federation Committee or Groups within the Union.
   * To negotiate payments to external companies/individuals running workshops.
6. Productions Manager
   * For ensuring that all on-going fund and studio productions are progressing in good order, remaining within budget, and to offer help, advice, mediation and support when necessary.
   * To facilitate the executive panel in deciding fund shows. To hold a secret ballot, in which the President abstains and counts the vote.
   * For ensuring that event planning packs are handed in to the SU at least 4 weeks before the event.
   * To meet with the Presidents and Production Managers of the other Warwick Drama Societies.
   * For the benefit of the success of the show, Freshblood’s Production Manager must ensure they are not part of a Freshblood show’s cast or crew.
7. Marketing
   * For the marketing of the society, particularly for the co-ordination of fresher events and any events the society holds themselves.
   * For giving advice to productions on how to market the shows.
   * Help design publicity and manage the aesthetic design of the society.
   * To maintain the presence of the society on social media.
8. Social Secretary
   * For the planning and running of socials for the members of the society (aims of which can be found above).
   * Responsible for creating social events on social media.
9. Freshfest Co-ordinator (recommended two officers)
   * For the running of the Freshfest festival.
   * To read all the submissions and decide on eight plays.
   * To offer applicants feedback.
   * To find directors and producers for the shows and put the teams together, attempting to facilitate interest in particular scripts as much as possible.
   * To organise and facilitate the auditions, and to act as mediators in the final selection/decision process of choosing actors in the fairest possible way.
   * To organise room bookings for the festival.
   * To ensure that an event planning pack is handed in at least 4 weeks before the event.
   * To act as production manager/s for all eight productions and be their first point on contact.
   * To help publicise the shows:
     1. Finding publicity/marketing managers for the shows
     2. Offering advice to productions on how to design marketing for shows
     3. Design publicity if necessary
10. Diversity and Outreach Officer
    * For the broadening of the diversity of the society.
    * To broaden the diversity of the society by liaising and collaborating with minority societies.
    * For ensuring that members who identify as minority groups feel represented and comfortable within the society.
11. Dramaturg
    * To give advice on completed or ‘work in progress’ scripts if requested by members, to help facilitate the playwright’s development.
    * To read and provide feedback on the scripts submitted for Freshfund and studio.
    * To make sure that the rest of executive committee are aware of any issues within the play texts.
    * To offer dramaturgical workshops to work with the text on its feet.
    * For the running of society workshops (aims of which can be found above).
    * To organise dramaturgical workshops, including the recruitment of actors to partake if necessary.
    * To liaise with external companies and individuals and be the first point of contact for them.
    * To liaise with other societies to organise collaborations.
    * To maintain their ability to provide fair assistance to all applicants, Freshblood’s dramaturg is not be allowed to join a Freshblood show’s crew prior to the panel process. They are free to join once a slot has been awarded.
    1. The Executive shall be responsible for the day to day running of the Society and may decide upon any matter that has not yet been decided upon by the General Meeting. The Executive shall be further responsible for:
12. Organising the activities of the Society in such a way as to include the greatest number of the Society’s members.
13. Assisting any review if the Society’s activities and use of funds carried out by any Standing Committee or Group of the Students’ Union that has granted funds to the Society.
14. Uphold the Constitution of the Society and ensuring that its aims and objectives reflect the Society activities.
15. Ensuring that following elections to appoint the new Society Executive that the new Executive are fully informed of the workings and responsibilities of the Society by the deadline set out by the SU.
16. Ensuring that all society activity abides by law.
17. Elections and General Meetings  
    1. Elections shall be held at a quorate general meeting
    2. Where there is more than one candidate, candidates must be given free and fair opportunity to make a speech.
    3. To hold a secret ballot. This ballot should be counted by a member of the Executive Committee, excluding any member that declares interest in the outcome of the ballot.
    4. To ensure that ‘Re-open Nominations’ (RON) is advertised as an option.
    5. Any member of the Society may request an independent observer. The Societies Officer will nominate one.
    6. Only a quorate general meeting of a society may remove a society officer from office. This can be carried by a simple majority of voting members present.
18. **Membership**
    1. Membership of the Society shall be open to all full, associate and honorary members of the Students’ Union and full, associate, and honorary members of the Societies Federation upon payment of the required subscription. The subscription rate should reflect the true cost of the facilities made available to the members of the Society.
    2. Anyone involved in society productions/workshops (including writers, crew and actors must purchase the appropriate society membership.
    3. All members of the Society shall be entitled to vote in elections, provided that they have joined the society and paid the appropriate subscription fee no less than three days before the elections take place.
    4. The following shall not be entitled to hold the office of an Executive position in the Society
19. Associate or Honorary members of the Students’ Union or Societies Federation
20. Any person who has received payment for the provision of services to the Society (not including reimbursement of personal expenditure on behalf of the Society).

Signature

Date