

## **Tabs Are For Flying** **Society Constitution**

### 1. Name

The name of the society shall be Tabs are for Flying (TAFF)

### 2. Aims

2.1 Tabs Are For Flying (hereafter known as TAFF) shall have as its primary aims:

2.1.1 To provide a forum for support, advice and training to Oxford University students working on the technical side of theatre.

2.1.2 To encourage safe working practices amongst student technicians.

2.2 TAFF shall have as its secondary aims:

2.2.1 To foster greater understanding of technical theatre in the wider theatrical community.

2.2.2 To run workshops to increase members' technical skills.

2.2.3 To organise social events to encourage a sense of community amongst its members.

2.2.4 To run a website and mailing list providing help and advice to members and the wider world.

### 3. Membership

3.1 The members of the society shall be divided into four categories: full members, old members, associate members and honorary members.

3.2 Full membership.

3.2.1 Full membership is restricted to current matriculated members of the university and, at the discretion of the committee, certain other institutions listed in the university regulations for clubs, societies and publications.

3.2.2 Full membership shall be for the duration of the individual's time at Oxford University.

3.2.3 Full members shall have full voting rights within the society and can fill any position within the Exec or committee.

3.2.4 Full members will be required to pay the membership fee when first joining the society.

3.3 As soon as a member's full membership ends, at the cessation of their time as a member of the university or another recognized institution, they become an old member.

### 3.4 Old Member

3.4.1 Old members are not entitled to vote at meetings of the society, but are entitled to publicity from the society at their own cost.

3.4.2 Old members are entitled to attend general meetings of the Society, but may be asked to contribute towards the cost of the meeting, at the discretion of the Governing Body.

3.5 The Exec has the right to establish associate members, who shall not constitute more than one fifth of the total membership. Associate members are not members of the university or of the other institutions listed in the university regulations for clubs, societies and publications.

### 3.6 Associate Membership

3.6.1 Associate members will have full voting rights within the society and may sit on the committee, but cannot fill any position on the Exec.

3.6.2 Associate membership will be confirmed at the start of each term by the current Exec and will last until the start of the following term.

3.6.3 People may be invited to become associate members by a majority decision by the Exec. Any suggestions for suitable people should be made to the secretary.

### 3.7 Honorary Membership.

3.7.1 Honorary members shall exist for the recognition of outstanding contributions made to TAFF and, as such, do not already need to be members of the society.

3.7.2 Honorary membership is merely a title; honorary members shall not have voting rights or be able to fill any position within the society's Governing Body.

3.7.3 Honorary membership is for life.

3.7.4 People may be invited to become honorary members by a majority decision by the committee. Any suggestions for suitable people should be made to the secretary.

3.8 The Committee, by a majority decision, may remove a person from membership for good cause (e.g. failing to follow safety guidelines). The person concerned may appeal against such removal to the Senior Member.

## 4. The Governing Body of the Society

4.1 The Governing Body of the Society shall be comprised of the Exec, the Committee and the Senior Member.

4.2 The Exec shall comprise the following posts:

4.2.1 President, who shall be responsible for all TAFF affairs.

4.2.2 Secretary, who shall be responsible for the administration of the society.

The Secretary shall:

- a) maintain a register of the members of the Society, which shall be available for inspection by the Proctors on request;
- b) give notice of meetings of the members and the committee;
- c) draw up the minutes of those meetings;
- d) notify the Proctors promptly following the appointment, resignation or removal of Office Holders and other members of the Committee;
- e) advise the Proctors promptly of any changes in this Constitution;
- f) notify the Proctors not later than the end of the second week of every Full Term of the programme of meetings which has been arranged for that term (e.g. a term card);
- g) provide the Insurance Section with full details of any insurance cover purchased from or through a national governing body;
- h) ensure the Society's practices comply with the Data Protection Act;
- i) inform the Proctors if the Society ceases to operate or is to be dissolved, and in doing so present a final statement of accounts;
- j) have overall responsibility for maintaining any websites and mailing lists and ensuring necessary computer access for the committee; and
- k) re-register the society with the Proctors each term.

4.2.3 Treasurer, who shall be responsible for the financial affairs of the society.

The Treasurer shall:

- a) keep proper records of the Society's financial transactions in accordance with current accepted accounting rules and practices;
- b) develop and implement control procedures to minimise the risk of financial exposure; such procedures to be reviewed regularly with the University's Internal Audit Section;
- c) ensure that bills are paid and cash is banked in accordance with the procedures developed under b);
- d) prepare an annual budget for the Society, and regularly inform the Committee of progress against that budget;
- e) ensure that all statutory returns are made including VAT, income tax and corporation tax if appropriate;
- f) seek advice as necessary on tax matters from the University's Finance Division;
- g) develop and maintain a manual of written procedures for all aspects of the Treasurer's responsibilities;
- h) make all records, procedures and accounts available on request to the Senior Member, the Proctors and Internal Audit;

i) forward to the Proctors by the end of the second week of each Full Term a copy of the accounts for the preceding term signed by the Senior Member, for retention on the Proctors' files; and

j) if the Society has a turnover in excess of £15,000 in the preceding year or if, owing to a change in the nature or scale of its activities, it may confidently be expected to have such a turnover in the current year, subject its accounts for audit by the University's auditors (or other auditors approved by the Proctors). Accounts are to be ready for audit within four months of the end of the Society's financial year and the costs of the audit shall be borne by the Society. If requested by the auditors, the Society shall submit accounts and related material as a basis for a review of accounting procedures, the cost likewise to be borne by the Society.

4.3 The Exec shall be matriculated members of the University in residence for the purpose of fulfilling any statute, decree, or regulation of the University or reading for any degree, diploma, or certificate of the University.

#### 4.4 Elections.

4.4.1 Elections for these posts will be held by a secret ballot of those society members eligible to vote (as in 4.4.4), with at least three weeks notice of said vote being given. There will be at least one week for nominations, at least one week for objections and at least one week notification of the election date. If there is only one candidate for a post and no objections are submitted within the relevant time period, that candidate will be automatically elected without recourse to an election by ballot. If there are objections a ballot will be held.

4.4.2 Any full member eligible to stand may nominate himself/herself for one of the above posts.

4.4.3 The Governing Body of the Society shall appoint a returning officer who shall not be standing for election themselves.

4.4.4 Only society members who have joined no later than 4 weeks before the elections are eligible to stand and/or vote.

4.5 The Exec may select a Committee to assist them in the running of the society. The Exec may appoint one or more persons to each of the following posts, who will then take on the responsibilities indicated. A member may fill one or more of these posts at the discretion of the Exec (for example a member may be both webmaster and mailing list officer):

4.5.1 Social Secretary, who shall be responsible for arranging TAFF social events.

4.5.2 Webmaster, who shall be responsible for the maintenance of the TAFF website.

4.5.3 Mailing List Officer, who shall be responsible for the maintenance and moderation of the mailing lists as well as any other discussion forum.

4.5.4 Various reps including but not limited to OFS Rep, BT Rep, and Edinburgh Rep.

4.5.5 Committee Member Without Portfolio, who shall have no specific responsibilities beyond those expected of all committee members or other responsibilities bestowed on them by the Exec.

4.6 Exec and committee members will hold their posts for one year, unless they choose to stand down or are otherwise relieved of their position. The exception being the President, who will hold their post until the next annual general meeting.

4.6.1 Each Exec or committee member must, on relinquishing his or her appointment, promptly hand to his or her successor in the Office (or to another member of the Society nominated by the Exec) all official documents and records belonging to the Society, together with (on request from the Exec) any other property of the Society which may be in his or her possession; and must complete any requirements to transfer authority relating to the control of the Society's bank accounts, building society accounts, or other financial affairs.

4.7 The Governing Body shall be responsible for the management of the affairs of TAFF, and shall meet as and when they decide, at least once every academic term.

4.8 All members of the Committee and Exec are required to attend meetings of the Governing Body, and should apologise in advance for any absence. They are also expected to attend as many other meetings as possible, and in any case at least half in any term. In the case that they cannot attend any Society meeting, they should notify the rest of the Governing Body in advance.

4.9 All members of the committee are expected to assist in the day to day running of TAFF.

4.10 A member of the committee may be removed from their position by a two thirds majority at a quorate meeting of the Governing Body.

4.11 A member of the Exec may be removed from their position by a two-thirds majority secret ballot of the membership, following a vote of no confidence. A vote of no confidence may be proposed by any member of the society providing it is supported by no less than 10% of the current membership which are eligible to vote.

4.12 The Governing Body shall be deemed quorate if it is attended by two thirds of the Governing Body, including at least two members of the Exec.

4.13 The Senior Member will hold that position until he/she no longer wishes to do so, or a majority of the Governing Body choose to excuse him/her from the position, at which time a new Senior Member will be appointed, who will be a member of Congregation who is willing to accept the position.

## 5. University Regulations

The Society shall at all times be administered in accordance with the regulations for University Societies then in force.

5.1 No member of the Society shall participate in any activity overseas organised by the Society, whether during term-time or vacation, unless plans for such activity have been notified at least one calendar month in advance of the date of departure from the United Kingdom to the University Marshall. Each member participating in such activities overseas shall observe any conditions imposed by the Proctors on the recommendation of the University Marshall, for example relating to the deposit of contact addresses, fulfilment of health, safety and insurance requirements, and stipulation of Senior Members to accompany the trip.

5.2 The Society shall observe the Code of Conduct on safety matters which is set out in the Schedule to this Constitution, ensure compliance with the Code by the members of the Society, and follow a procedure of risk assessment which is acceptable to the Proctors.

## 6. Constitution

6.1 This constitution may be amended at any meeting by a two thirds majority at two consecutive quorate meetings of the Governing Body of the Society.

6.2 Any questions over the interpretation of this constitution will be decided upon by the senior member.

## 7. Indemnity

7.1 So far as may be permitted by law, every member of the Committee and every officer of the Society shall be entitled to be indemnified by the Society against all costs, charges, losses, expenses and liabilities incurred by him or her in the execution or discharge of his or her duties or the exercise of his or her powers, or otherwise properly in relation to or in connection with his or her duties. The indemnity extends to any liability incurred by him or her in defending any proceedings, civil or criminal, which relate to anything done or omitted or alleged to have been done or omitted by him or her as a member of the committee, Exec or officer of the Society in which judgement is given in his or her favour (or the proceedings are otherwise disposed of without any finding or admission of any material breach of duty on his or her part), or in which he or she is acquitted, or in connection with any application under any statute for the relief from liability in respect of such act or omission in which relief is granted to him or her by the Court.

7.2 So far as may be permitted by law, the Society may purchase and maintain for any member of the Committee, Exec or officer of the Society insurance cover against liability which by virtue of any rule of law may attach to him or her in respect of any negligence, default, breach of duty or breach of trust of

which he or she may be guilty in relation to the Society and against all costs, charges, losses and expenses and liabilities incurred by him or her and for which he or she is entitled to be indemnified by the Society by virtue of 7.1.

## 8. Dissolution

8.1 The Society may be dissolved at any time by the approving votes of two-thirds of the membership, either in person or in proxy at a general meeting in a secret ballot.

8.2 In the event of the Society being dissolved, its assets shall not be distributed amongst the members, but shall be paid to one or more recognised Oxford Drama Clubs or Societies. The choice of which will be made by the Exec at the time of the dissolution of the society.