

# By-laws

TAFF, the Oxford University Theatre Technicians and Designers

18<sup>th</sup> January 2019

## 1 Definitions

- 1.1 The Society is defined as TAFF, the Oxford University Theatre Technicians and Designers.
- 1.2 The By-laws shall establish the rules under which the society operates and implement the Constitution. It shall not take precedence over the Constitution.
- 1.3 The Code of Conduct on Safety Matters contains guidance on Health and Safety which must be followed at events organised by the Society. The ‘University of Oxford Health and Safety Policy’ takes precedence over the ‘Code of Conduct on Safety Matters’.

## 2 Objectives

- 2.1 The Club’s primary objects are:
  - a) To provide a forum for support, advice and training to Oxford University students working on the technical side of theatre.
  - b) To encourage safe working practices amongst student technicians.
- 2.2 The Club’s secondary objects are:
  - a) To foster greater understanding of technical theatre in the wider theatrical community.
  - b) To run workshops to increase members’ technical skills.
  - c) To organise social events to encourage a sense of community amongst its members.
  - d) To run a website and mailing list providing help and advice to members and the wider world.

## 3 Amateur Society

- 3.1 TAFF is a strictly amateur club. The Club and its resources may not be used for personal gain.
- 3.2 The Society, Society events and Society resources (such as mailing list, website) may not be used for personal profit/gain or to organise it.
- 3.3 Banned uses of the society and its resources include, but are not limited to:-
  - a) Offering payment (whether monetary or otherwise) for a position/job in an organisation. For example, offering to pay a Lighting Designer to work on a play.
  - b) Offering a service to others for payment. For example, offering to design a show for a fee. Alternatively, offering to hire out equipment for a fee.
- 3.4 Any interpretation of this section shall be decided by the committee.

## **4 Membership**

- 4.1 As soon as a member is no longer eligible to be a member of the Club, at the cessation of their time as a member of the university or another recognized institution, they become eligible to become an old member.
- 4.2 Old members are not entitled to vote at meetings of the Club, but are entitled to the publicity from the Club (at their own cost) and to attend general meetings of the Club. They may be asked to contribute towards the cost of the meeting, at the discretion of the Committee.
- 4.3 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.
- 4.4 Honorary membership shall exist for the recognition of outstanding contributions made to TAFF and, as such, do not already need to be members of the Club. Honorary membership is for life and is merely a title; honorary members shall not have voting rights or be able to fill any position within the Club's committee.

## **5 The Committee**

- 5.1 The committee consists of the Exec, the Senior Member(s) and any other members which have been appointed.
- 5.2 The tenure of the Exec will begin at the AGM following election and end at the AGM of the following year.
- 5.3 The Exec may co-opt members into the Committee, to assist them in the running of the society.
- 5.4 In addition to the Exec and Senior Member posts, the following posts shall exist in the Committee:-
  - a) The Freshers and Training Rep, who shall:-
    - i. Organise the representation of the Society at the Freshers' fair.
    - ii. Help organise and coordinate introductory workshops and fresher socials.
  - b) The Hires Manager, who shall:-
    - i. Organise a rota for opening the props and equipment store.
    - ii. Organise the storage, maintenance and hiring out of Society owned props, equipments and supplies.
    - iii. Collect money from and invoice Society members for the hire of props and equipment.
  - c) The Social Secretary, who shall:-
    - i. Organise regular social events for members.
    - ii. Organise the Society's Annual Dinner in Hilary Term.
  - d) The Other Societies Rep, who shall:-
    - i. Liaise with OUDS, OUFF and other local and national theatre societies.
- 5.5 The tenure of these posts will begin at the handover meeting scheduled by the Exec at the beginning of Trinity term following appointment and end at the equivalent meeting the following year.
- 5.6 The Exec may appoint one or more persons to each of the posts in 5.3, who will then take on the responsibilities indicated. A member may fill one or more of these posts, at the discretion of the Exec.
- 5.7 The Committee may also be assisted by members of the Society taking on the roles of:-
  - a) The Webmaster, who shall:-
    - i. Maintain and update the website with recent news/hire information.

- ii. Maintain the mailing list and Society email addresses.
  - b) The Brookes Rep, who shall:
    - i. Liaise with students and drama organisations at Oxford Brookes University.
    - ii. Promote drama within the Oxford Brookes community.
    - iii. Encourage Oxford Brookes students to join the Society and take part in shows and other events in the Oxford University drama community.
- 5.8 A member of the Exec may be removed from their position by a two-thirds majority, by secret ballot of the members, following a vote of no confidence. A vote of no confidence may be proposed by any member, providing it is supported by no less than 10% of the current membership who are eligible to vote.
- 5.9 The Senior Member will hold that position until he/she no longer wishes to do so, or a majority of the Exec choose to excuse him/her from the position, at which time a new Senior Member will be appointed.
- 5.10 Any other member of the committee may be removed from their position by a two-thirds majority at a quorate meeting of the Committee.

## **6 Committee Meetings**

- 6.1 The Committee shall meet as and when they decide, at least once every academic term.
- 6.2 All members of the Committee (with the exception of the Senior Member(s)) are required to attend the meetings of the Committee, and shall apologise in advance for any absence.
- 6.3 The meetings shall be chaired by the President, or in their absence, another committee member elected by the committee.
- 6.4 The meetings shall be minuted by the Secretary, or in their absence, another committee member elected by the committee. These minutes shall be distributed to all members of the committee.
- 6.5 Members who are not part of the Committee may only attend if invited by the President. They must ask permission from the President to speak and shall not vote on matters that are discussed.
  - a) The incumbent University Drama Officer, O'Reilly Theatre technician, Oxford University Dramatic Society Other Societies representative, and Michael Pilch Studio studio manager shall have a standing invitation to attend any and all committee meetings, shall be permitted to speak at any time, but shall not have voting rights.
- 6.6 A committee member can choose to speak 'In Camera', during which minuting shall not occur and non-committee members shall leave the meeting.
- 6.7 For any motion that does not have unanimous support by the committee, the President shall hold a vote during the meeting. The motion will pass if the majority of the committee vote to pass it. In case of a tie, the President will cast a deciding vote.

## **7 Elections**

- 7.1 All Exec positions are to be held for one year, unless they choose to stand down or are otherwise relieved of their position.
- 7.2 Before any Exec member's term is finished, the Committee shall choose an impartial Returning Officer to run an election to elect their successor.
- 7.3 Elections for these posts will be held by a secret ballot of those society members eligible to vote (as laid out in the Constitution). The method of voting shall be decided by the Returning Officer.

- 7.4 The Returning Officer shall ensure there is at least three weeks notice of said vote being given. There will be at least one week for nominations, and at least one week for objections.
- 7.5 Any full member eligible to stand may nominate themselves to one of the posts.
- 7.6 If there is only one candidate for a post, and no objections are submitted within the relevant time period, the candidate is automatically elected, without recourse, to the post.
- 7.7 Only society members who have joined no later than 4 weeks before the elections are eligible to stand and/or vote.

## **8 Equipment Hires**

- 8.1 The Hires and Venues Rep shall oversee the maintenance and hire of equipment owned by the Society.
- 8.2 Members may use the hire services provided by the Society, but the Hires and Venues Rep may charge a fee and/or deposit on the equipment. The Hires and Venues rep may refuse services to members who abuse (or intend to abuse) this service.
- 8.3 Non-members may also use the hire services provided by the Society, at the discretion of the Committee.
- 8.4 All profit from the hires shall be controlled by the Society.
- 8.5 Members must fully comply with the Terms of Hire when they use this service.

## **9 The Prop Store**

- 9.1 The Prop Store shall be organised and run by the Society.
- 9.2 Members may use the services provided by the Prop Store, but the Prop Store Manager may charge a fee and/or deposit on the props. The Prop Store Manager may refuse services to members who abuse (or intend to abuse) this service.
- 9.3 Non-members may also use the services provided by the Prop Store, at the discretion of the Committee.
- 9.4 All profit from the Prop Store shall be controlled by the Society.
- 9.5 Members may donate props to the store if and only if they have explicit permission from the Prop Store Manager.
- 9.6 Members must fully comply with the Terms of Hire when they use this service.

## **10 Annual Dinner**

- 10.1 The committee should ensure that a student-priced ticket to the Society's Annual dinner never exceed the amount of £25.

## **11 Alterations**

- 11.1 Any alterations to these by-laws must be passed by a two-thirds majority of the Committee at a quorate Committee meeting.
- 11.2 Any alterations to the Code of Conduct on Safety Matters must be passed by a two-thirds majority of the Committee at a quorate Committee meeting, and then accepted by the Proctors' Office.

## **12 Interpretation**

12.1 Any question about the interpretation of these by-laws shall be settled by the Committee.