**Code of Conduct of the UCLan Drama Society**

**Article 1 : Committee Job Descriptions**

1.10) Chair :

* Sets dates for committee meetings, and chairs both committee and society meetings, as well as setting the agenda.
* Should be a figurehead for the society, attend society forum meetings, and be approachable for members.
* Mediation and project management- delegation of duties, making sure things go smoothly and helping to solve any issues which may arise.
* Always remain neutral, but always stay in charge.
* Uphold the Constitution and Code of Conduct

1.20) Secretary :

* -Liaising with SU to book rooms for activities, meetings, rehearsals and performances.
* -Taking minutes of committee and society meetings, and distributing these to relevant parties.
* -Keeping accurate records of member contacts and information (allergies and medical conditions etc.)
* -Chairing meetings if Chairman/Vice is unavailable.

1.30) Treasurer :

* Helping plan what will be needed for the coming year and contributing to costings for the annual plan.
* Running over production plans with directors to work out a suitable budget.
* Liaising with Finance Office for requisition of funds.
* Chasing membership fees and keeping an accurate record of paid members
* Fundraising plans.

1.40) Production Manager :

* Assisting directors to realise production design ideas.
* Sourcing/creating props, costume and sets under the director’s planning and wishes.
* Stage managing performances/training somebody else to do so.

1.50) Technical Manager :

* Booking out lights/technical equipment and seeing it is transported in compliance with H&S.
* Working through technical plots with directors to see performances are lighted correctly and sound cues are understood.
* Teching performances, or training others to do so.
* Seeing that equipment is properly set up and taken down in compliance with H&S.

1.60) Social Secretary :

* Organisation of varied socials that cater to all members.
* Organisation of events to promote member co-operation and cohesion.

1.70) Vice-Chair :

* To assist Chair in their duties, and chair meetings in their absence.
* Making sure the Agenda is stuck to in meetings.

1.80) If there is serious doubt pertaining to the performance of a committee member, matters are to be raised in a closed committee meeting, and any concerns should be discussed calmly and professionally. If this does not solve the problem, then a vote will be cast to the whole society. If there is a 60% majority, there will be an election to re-elect that position.

**Article 2 : Auditions**

2.10) All members of the society will have an equal chance in auditioning for plays.

2.20) During each set of auditions, at least one member of the committee will sit on auditions, holding a supervisory role (see section 2.22).

2.21) The committee member sitting in on the auditions must not be auditioning for the project in question.

2.22) The purpose of this supervisory role is not to comment on the auditionees, but to ensure the director is making fair and informed choices in casting.

2.30) If at any point a member has a serious belief that a director has cast due to social preferences beyond the the audition and skill of the person, an anonymous investigation by the committee will be commenced.

**Article 3 : Directing**

3.10) Any person wishing to direct must submit a full application within the application deadline established by the committee.

3.11) An application will consist of :

- An application form (mandatory)

- Director’s CV with relevant experience (not compulsory but highly recommended)

- Short interview (if there are doubts as to the director in question, this is useful to evaluate the passion and commitment the director has to their vision of the play)

3.20) Any director must hold fair auditions to provide every member of the society with an equal opportunity of being cast.

3.21) Before the director submits their chosen cast, the committee member sitting in on auditions must confirm that the director’s choice is fair.

3.22) If there is reasonable doubt as to the choice of cast, the director will have to explain their reasons for casting that particular individual to the rest of the committee. If there is still doubt, the member will have to be recast, and auditions will be held for that specific character. If there is no doubt the director can release the cast to the society and proceed.

3.30) Directors will have full support from the committee to ensure that the project is put on in the best possible circumstances, to the highest possible standard.

**Article 4 : Membership**

4.10) Membership to the society is £8.00.

4.20) Only paid members can take part in Drama Society events unless specified by the committee.

4.30) Only Drama Society members can rehearse, take part in projects and run for committee.

4.31) All non members can audition but must have paid their membership fee by the start of the second rehearsal, or the individual will be recast.

4.40) All workshops are open to the public for a fee of £2.00. Drama Society members and members from the Drama Society’s Collaborative Societies (which are to be decided by the committee at the start of the year) can attend workshops for free.

4.50) Alumni members can join for the year after finishing their degree and have the same rights as all other members.

4.51) No Alumni members or alumni to be members may stand for a position on the Committee.

**Article 5 : General Etiquette**

5.10) If at any point during any event a member breaches the code of conduct, the individual may be asked to leave the event, possibly needing to recast if applicable. A closed committee meeting will follow, with or without the individual to discuss their behaviour, and how it was in breach.

5.20) During all projects, no hot food shall be consumed without prior approval from the person leading the project.

5.30) If any member is significantly late to a significant amount of rehearsals, the individual may be recast following a discussion with the committee and the director.

5.31) A significant amount is to be determined by both the chair and director.

5.40) Members must treat each other with respect at all times. Any form of bullying or harassment will not be tolerated.

5.50) If at any time a member has a question or concern to do with the society, it should be addressed to a member of the committee and they will do their best to address the matter or take it to an SU representative, if necessary.