

## CONSTITUTION

- 1 The name of the affiliated group is University of Melbourne Music Theatre Association (UMMTA).

WHEREAS it is the desire of the students of the University of Melbourne and other such members of the University community undersigned to form an association for the purpose of creating, executing, or sponsoring projects related to music theatre. Also to provide an opportunity for social interaction between those with related interests to meet and share their enthusiasm for music theatre.

THEREFORE it is determined that the Constitution of University of Melbourne Music Theatre Association (U.M.M.T.A.) shall be as follows:

- 2 That a voluntary, non-profit making association be created entitled University of Melbourne Music Theatre Association (UMMTA), hereinafter called the Association.

- 3 **This constitution shall only be altered by a resolution carried by a clear majority of members present at a properly constituted General Meeting of the association. A clear majority will be constituted by the votes of two-thirds of those members present.**

- 4 Membership shall be open to:
  - a. all students of the University of Melbourne, or;
  - b. other persons who subscribe to the aims of the Association.

- 5 A person shall be considered a member having:
  - a. paid a membership fee exacted at the committee's discretion, and;
  - b. given contact details for the membership listing.

- 6 Membership shall be compulsory for all members of the cast and crew participating in productions of the Association.

- 7 The Executive Committee of the Association shall be formed by the Artistic Director, Company Manager, and Company Treasurer.

- a. **The Executive Committee must be members of the Melbourne University Student Union Limited and the University of Melbourne Student Union.**

- b. The above officer bearers in addition to four (4) General Committee Members will collectively form the UMMTA Committee.
- c. This committee shall meet no less than six times per university semester, and have further meetings as required.
- d. A quorum of at least four (4) members of the committee must be present for any business to be considered.**
- e. All committee members must be informed of the scheduling of a meeting at least 24 hours before such a meeting can take place.**
- f. Before each meeting commences, those present must agree on an agenda for the meeting.**
- g. A record of all decisions made (minutes) at the meeting must be recorded and kept after each meeting.**

- 8 All committee members shall be elected annually at a General Meeting (AGM) of the members of the Association at which not less than 10% of the current membership, or fifteen current members (whichever is the less), shall vote.
- a. The date of the AGM must be announced at least one month in advance to the full membership.
  - b. All elections for Executive and General committee positions must be determined by a secret ballot using a preferential voting system.**
  - c. The Committee must appoint a Returning Officer who will administer the election of the Committee. The Returning Officer must be a member of the Association and must not be a candidate for election to any Committee position.**
  - d. Nominations of candidates for election as Committee Members of the Association must be delivered to the Returning Officer not less than 14 days before the date fixed for the holding of the AGM.**
  - e. If insufficient nominations are received to fill all vacancies on the committee, the candidates nominated shall be deemed to be elected and further nominations may be received at the annual general meeting.**
  - f. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.**
  - g. If the number of nominations exceeds the number of vacancies to be filled, a ballot must be held.**
  - h. If unable to attend the AGM, members should be entitled to vote/nominate by proxy. These votes will be counted as though they were present at the AGM.
  - i. An agenda must be provided to the full membership **not less than 10 days** before the AGM to give enough notice for proxy voting.

- 9 **A special general meeting can be called by a resolution of the committee. The committee must also call a special general meeting if presented with a signed petition of four association members calling for such an event. The above agenda requirements stand.**

- 10 In the event of a vacancy arising on the committee, a call for nominations to fill that post must be made. The position shall be filled according the necessary voting procedures outlined in this constitution.**
- 11 The functions of the Executive Committee include, but are not limited to, the following:
- a. Artistic Director:
    - i. Overseeing the shows and other performance aspects of the Company and how they interact with the company overall;
    - ii. Researching music theatre works on behalf of and at the request of the committee to assist in the choosing of them, as well as recommending artistic directions for the Association to be taking.
  - b. Company Manager:
    - i. Overseeing the membership;
    - ii. Acting as the main focal point for communication, between committee members and external agents, and from the membership;
    - iii. Maintaining a current listing of members and email addresses, and ensuring the payment of membership fees and distribution of membership cards.
  - c. Treasurer:
    - i. Maintaining a budget for the company overall and allocating funding to shows as well as other Association activities and events as required;
    - ii. Holding the cheque book *at all times*, and all cheques must be requested by the Production Manager of a show in a timely manner to ensure that the Company Treasurer is aware of current expenditure.
- 12 Additional functions of the Committee as a whole include:
- a. Appointing a chairperson to preside over Committee meetings;
  - b. Compiling the agenda for forthcoming meetings;
  - c. Recording the minutes of committee meetings;
  - d. Ensuring all relevant documents are promulgated to all committee members as required;
  - e. Determining what shows are to be performed during the year;
  - f. Receiving applications from Directors, Production Managers, Musical Directors etc. to determine the Production Team for a particular show.
    - i. In the event of a member of the Committee making such an application, that member will not participate in the selection process.
  - g. Coordinating suggestions from members as to what social events the Association should sponsor or organise for the membership;
  - h. Organising social events for the Association;
  - i. Maintaining a web-site for the Association;
  - j. Sending emails to the membership, through which committee members may communicate;

k. Ensuring that the members are satisfied with the opportunities offered by the Association.

**l. Assisting in the resolution of any conflicts within production teams.**

13 The designation of the functions of the committee, as stipulated in s 9, is to be determined according to the needs and strengths of individual committee members.

14 The number of signatories required to withdraw from any bank account of the Association shall consist of any two of the Executive Committee, one of which shall be the Company Treasurer.

15 The Association does not give any member authority to enter into any single contract for consideration greater than fifty dollars (\$50.00) without the express agreement of the Executive Committee of the Association.

16 There is no expectation that any single contract of consideration less than or equal to fifty dollars (\$50.00) entered into by a member of the Association will be reimbursed unless:

- a. An express statement of agreement has been communicated to the member prior to the formation of the contract; and,
- b. Reimbursement is reasonable, to be determined at the discretion of the Committee.

17 In the event of the winding up of the Association, the Company Treasurer shall place the funds and assets (including audit/financial documentation) of the Association in the hands of the Melbourne University Theatre Board that shall distribute the funds and assets as considered appropriate.

18 Any part of this constitution which conflicts in whole, or in part with, the relevant provisions of the Melbourne University Act 1958 as amended, or the rules of the Theatre Board which requires that its rules shall prevail, shall null and void to the extent of the inconsistency.

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