

University of Bristol Stage Technicians' Association

This is the most recent known ratified version of the constitution of the Stage Technicians' Association (STA). The constitution is always available from the office of the Bristol SU, the organisation formerly known as UBU, Union Affairs Officer.

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1. Name

1. The name of the society shall be the University of Bristol Stage Technicians' Association (STA).
2. The society shall be recognised by Bristol SU, the organisation formerly known as UBU.

2. Aims

1. To allow participation by students in all technical aspects of productions in Bristol University.
2. To develop our members, by providing training and experience in aspects of technical theatre and live events.
3. To assist wherever possible the members of any Bristol SU, the organisation formerly known as UBU, society to stage safe and high quality productions.
4. To provide technical advice for any other event run by a Bristol SU, the organisation formerly known as UBU, society wherever possible.

5. To ensure that all members feel that their activity within the STA is enjoyable and rewarding.
6. To ensure that all members feel that their involvement with the STA does not cause negative impact upon their welfare or education.

3. Membership

1. Full membership is open to all members of Bristol SU, the organisation formerly known as UBU, upon application to the committee.
2. Associate membership is open to all non-members of Bristol SU, the organisation formerly known as UBU, who are interested in the aims and activities of the society subject to their ratification by the committee.
3. Membership is subject to observation of relevant Health and Safety documentation relating to the theatre, and membership may be denied or revoked by the committee if failure to observe this documentation.
4. Not less than two thirds of the society members shall be members of Bristol SU, the organisation formerly known as UBU.
5. A member of core committee, as defined in the General Procedures Document defined in 9(1) shall keep a list of all members, differentiating between full and associate members.
6. There shall be a subscription fee that shall be fixed at either the AGM or at an EGM. This fee may be of zero value.
7. Life membership may be awarded by vote at an AGM or EGM to any member, or any past-member who has already left the society.
8. A register of life members shall be kept by the Secretary.

4. Privileges and Conditions of Membership

1. All categories of membership shall have equal rights of voting, attending meetings, etc.
2. Only qualified members or those added to the keys list under paragraph 4(7) may obtain keys or access cards to restricted areas. Only qualified members may have personal card access to these areas.
3. No STA member may demand or receive any financial reward for any activity carried out for an event, under section 2(3). Financial reward for other events must be agreed at a committee meeting.
4. Under section 2(4), no money may be demanded or received for any activity done under the auspices of the STA without agreement of the committee except in the instance of outside companies.
5. Qualification (including Front of House) is achieved at the discretion of the training manager, by the methods currently approved of by the committee and the Union Technical and Facilities Manager
6. The committee may recommend to the Union Technical and Facilities Manager, in writing, that a qualified person have their qualification withdrawn. The person involved must also be notified in writing. Such members are entitled to appeal to the committee and the Union Technical and Facilities Manager against the recommendation.
7. If it is regarded as necessary for a non-qualified member to obtain certain keys then, at the discretion of the President, Vice-President and Training

Manager, STA will recommend to the Union Technical and Facilities Manager that they be temporarily added to the keys list.

8. The Training Manager must keep and publish a list of qualified members and their contact details.

5. Committee

1. The Committee shall consist of the following Core Officers:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Training Manager
 - f. Workshop and Equipment Manager
 - g. Publicity Officer
 - h. Social Secretary
 - i. Webmaster
2. The Committee shall also consist of the following Auxiliary Officers:
 - a. New Members' Representative.
 - i. The New Members' Representative shall not be in their final year of study.
 - b. Non-Portfolio Officers (NPOs), as many as are deemed necessary.
 - i. Each NPO may be given a position name.
3. The committee shall be responsible for the general and financial policy of the Society, subject to such rules as laid out in the Union by-laws and Union current policy.
4. Committee Meetings shall be held weekly during term-time. Quorum at weekly meetings shall be five Core Officers of the committee.
5. Committee Meetings should be attended by all Officers, and representative of the crew of each production with performances occurring within the current term, or within 4 months of the date of the committee meeting. Such a representative is to be organised by the Stage Manager for that production.
6. At least two-thirds of the committee members shall be full members of the society, the remaining committee members must be members of the society.

6. Financial

1. Should the STA manage a bank account beyond the direct control of Bristol SU, the organisation formerly known as UBU, the treasurer shall not be in their final year of study unless they have sought approval before standing from the Bristol SU, the organisation formerly known as UBU, Societies Executive and has been approved before the Elections.
2. The accounts of the Society shall be submitted to Bristol SU, the organisation formerly known as UBU, as and when requested and at least once per annum.
3. All financial arrangements must be made in accordance with current

instructions to Society Treasurers, as set down by the Bristol SU, the organisation formerly known as UBU.

4. The STA reserves the right to set a fee for the use of its services and equipment to be decided on a per-event basis at a quorum Committee Meeting.
5. Notwithstanding article 6(4) above, the Treasurer and Bristol SU Finance Manager, jointly, shall be empowered to issue financial instructions on behalf of the society if:
 - a. The society folds with outstanding financial affairs.
 - b. Change of mandate forms are not completed, and the old committee are out of reasonable contact.
 - c. Financial irregularities are found.

7. General Meetings

1. An AGM will be held each year in the final week of the Spring Term or the first two weeks of the Summer Term.
 - a. There shall be an AGM Band, and the band shall have a Master.
2. An EGM will be held each year in the final 4 weeks of the Autumn Term.
3. An EGM may be called at any time by a Committee Meeting or seven members of the society, by application in writing to the President. A minimum of one week's notice is required.
4. Notice of General Meetings shall be widely publicised at least 7 days beforehand together with the Agenda.
5. The quorum of Society General Meetings shall be twice the number of Core Officers of the Committee plus one, that is to say, nineteen.

8. Elections

1. Elections for Core Officers shall be held at an AGM.
2. By-elections shall be held at an EGM for any vacant Core Officer positions. These Officers will hold office until the next AGM.
3. Elections for the Auxiliary Officers shall be held at an EGM as per 7(2). These Officers will hold office until the next EGM as per 7(2).
4. Nominations must be received a minimum of 1 day prior to the meeting in writing or via email, unless a two thirds majority vote to accept all late nominations at the meeting.
5. Voting will be by secret ballot, counted by the Secretary and checked by the President, using single transferable votes (STV) unless a two thirds majority vote to accept a procedural motion to vote by hands for a given election.

9. General Procedures and Policy

1. The General Procedures and Policy of how the society operates shall be kept in a document held by the Secretary.
2. Updates to this document shall be made only after approval at a quorum Committee Meeting.

10. Affiliations

1. The society shall affiliate to external bodies only where membership of those bodies is essential to the fulfillment of the core aims, and only with the prior agreement of the Bristol SU, the organisation formerly known as UBU, Societies Executive.

11. Constitutional Amendments

1. Any amendments to this constitution must be carried out by a majority of two thirds of the members present at a properly constituted General Meeting.