

Mermaids Performing Arts Fund Constitution

1. Aims

- 1.1. Promote performing arts, both within and beyond St Andrews, and organise related events.
- 1.2. Support the activities of other student groups with a performing arts focus that affiliate to Mermaids
 - 1.2.1. Acapella Society
 - 1.2.2. Blind Mirth Improv Comedy Group
 - 1.2.3. Comedy Society
 - 1.2.4. Dance Club
 - 1.2.5. Gilbert and Sullivan Society
 - 1.2.6. Inkligh Creative writing Society
 - 1.2.7. Musical Theatre Society
 - 1.2.8. St Andrews Revue
- 1.3. Support the creation and operation of Student Projects, groups that fill a specific niche of performance arts in St Andrews
 - 1.3.1. The relationship between Mermaids and the Student Projects is outlined in the Student Project Contract, which shall be reviewed and signed annually by the Performing Arts Officer and a representative of each project.
 - 1.3.2. Active projects:
- 1.4. Provide funding for events involving, or related to, performing arts in St Andrews, as determined by financial, logistical, and skills-based merit.
 - 1.4.1. Financial merit shall be defined as a proposal for which all spending is adequately accounted for, breaking even at an attendance of 66%, unless the committee votes otherwise.
 - 1.4.2. Logistical merit shall be defined as Mermaids having the appropriate space, dates, potential actors, Wellbeing Plan, and other resources for the show.
 - 1.4.3. Skills-based merit shall be defined as the potential for the event to provide opportunities for students to enhance their knowledge and skills in performing arts, and for the engagement of new areas of the St Andrews community.
- 1.5. Coordinate the timings of performing arts events and productions in St Andrews, with the aim of avoiding unnecessary clashes as far as possible
- 1.6. Offer advice to societies and individuals interested in organising performing arts events.
- 1.7. Control the fixed assets of drama in St Andrews, including the Barron at the Byre, in conjunction with the Association.
- 1.8. Encourage the transfer of St Andrews productions to venues outwith St Andrews wherever possible
- 1.9. Organise workshops for the enhancement of skills in acting, directing, movement, voice, makeup, technical capability, future careers in performing arts, and other related areas.
- 1.10. The Performing Arts Officer shall receive one free ticket to all performances funded or supported by Mermaids, and shall make due effort to attend every show
- 1.11. The committee shall receive two tickets, to be distributed to any committee members at the discretion of the Box Office Manager. They shall not be permitted to write a review if using these tickets.

1.12. The remit of individual committee members shall be as laid out in the Mermaids Roles document, to be reviewed annually.

2. Committee

- 2.1. Performing Arts Officer (Mermaids President, Convenor, and Chair)
- 2.2. Vice President
- 2.3. Secretary
- 2.4. Productions Treasurer
- 2.5. Productions Coordinator
- 2.6. Christmas Ball Convenor
- 2.7. Fringe Representative
- 2.8. Barron Manager
- 2.9. Technical and Safety Officer
- 2.10. Operations Manager
- 2.11. Box Office Manager
- 2.12. Costumes Officer
- 2.13. Set and Props Officer
- 2.14. Marketing Officer
- 2.15. Engagement Officer
- 2.16. DoES (overseer)
- 2.17. DoSDA (overseer)
- 2.18. Association Management Accountant (non voting)
- 2.19. Union Building Manager (non voting)

3. Appointments

3.1. The Performing Arts Officer shall be appointed by the Association Elections.

3.2. Interviewed positions

3.2.1. The following positions shall be appointed by interview, prior to the AGM:

- 3.2.1.1. Vice President
- 3.2.1.2. Productions Treasurer
- 3.2.1.3. Productions Coordinator
- 3.2.1.4. Fringe Representative
- 3.2.1.5. Barron Manager
- 3.2.1.6. Technical and Safety Officer
- 3.2.1.7. Operations Manager
- 3.2.1.8. Box Office Manager
- 3.2.1.9. Christmas Ball Convenor

3.2.2. The interview panel shall consist of at least four of the following:

- 3.2.2.1. Incoming Performing Arts Officer
- 3.2.2.2. Outgoing Performing Arts Officer
- 3.2.2.3. DoES
- 3.2.2.4. DoES-Elect
- 3.2.2.5. DoSDA
- 3.2.2.6. DoSDA-Elect
- 3.2.2.7. The relevant outgoing position holder

3.2.3. If the outgoing position holder is standing for reappointment, they must recuse themselves from the panel. The remaining panel members may decide to invite one other member.

3.3. Elected Positions

3.3.1. The following positions shall be elected at the AGM:

- 3.3.1.1. Engagements Officer
- 3.3.1.2. Secretary
- 3.3.1.3. Set and Props Officer
- 3.3.1.4. Costumes Officer
- 3.3.1.5. Marketing Officer

3.3.2. Nominations for posts elected at the AGM may be made at the meeting, provided the candidate is present, along with their proposer and seconder.

3.3.3. Any nominations in absentia may be made up to 24 hours in advance of the AGM. A statement may be read by a nominated person or the Performing Arts Officer.

3.4. Positions that fall vacant may be filled by co-option or by election at an EGM, at the discretion of the Performing Arts Officer.

3.4.1. If no person is forthcoming after every effort has been made to fill the position, a current member of the committee may run for the position, to be held in conjunction with their existing position.

3.4.2. If a member holds more than one position, they shall still only have one vote on the committee.

3.5. All appointment-related matters, including interviews, elections, and co-options, shall run as outlined in the Laws of the Association.

4. Meetings

4.1. All meetings shall operate as outlined in the Laws of the Association.

4.2. Committee Meetings

4.2.1. Shall be at least fortnightly during the academic year, and at other times if necessary.

4.2.2. Shall be In camera

4.2.3. If a committee member declares a conflict of interest due to their involvement with a production, they shall not be eligible to vote on relevant matters. As such, they shall not be counted in establishing a quorum.

4.3. Public Meetings

4.3.1. Shall be at least fortnightly during the academic year

4.3.2. Attendance shall be mandatory for at least one member of any production team currently benefitting from Mermaids funding.

4.3.3. Attendance shall be open to all Ordinary Members of the Association.

4.4. President's Forum

4.4.1. Shall be at least once per semester

4.4.2. Shall consist of the Presidents or Producers of all groups affiliated to Mermaids

4.4.3. Any further student group which claims to have a performing arts element shall be eligible to join, at the discretion of the Performing Arts Officer.

4.4.4. Shall act primarily as a point of contact between the Performing Arts Officer and groups affiliated to Mermaids.

4.4.5. Shall aim to promote communication and cooperation between performing arts groups in St Andrews.

4.4.6. Mermaids shall be represented by its Vice President, with the Performing Arts Officer acting as convenor.

4.5. The quorum for the AGM shall be twenty five ordinary members

5. Finances

- 5.1. All loans and investments shall be entirely at the discretion of the committee, within Association guidelines, and shall be covered by the terms of the investment contract.
 - 5.2. The Performing Arts Officer, Vice President, Productions Treasurer, Association Management Accountant, and General Manager of the Union shall all be signatories for the Mermaids bank account.
 - 5.3. The Fringe Representative should be a signatory on the Mermaids bank account for the period between Fringe show proposals and the start of the new academic year.
6. Barron Theatre
- 6.1. The Barron at the Byre is an Association satellite venue, and is therefore within the jurisdiction of the SSG. Association policy includes the Barron Theatre.
 - 6.2. The Barron Theatre shall be overseen by the Barron Management Committee
 - 6.3. Barron Management Committee
 - 6.3.1. Barron Manager (Convenor and Chair)
 - 6.3.2. Barron Deputy Manager
 - 6.3.3. Mermaids Technical and Safety Officer
 - 6.3.4. Mermaids Operations Manager
 - 6.3.5. Barron Librarian
 - 6.3.6. Mermaids Set and Props Officer
 - 6.3.7. Mermaids Costumes Officer
 - 6.3.8. Barron Front of House
 - 6.3.9. Union Building Manager
 - 6.3.10. Association Management Accountant
 - 6.3.11. DoSDA (overseer)
 - 6.3.12. Other non voting positions as deemed appropriate by the committee.
 - 6.4. Members of the Barron Management Committee not appointed by Mermaids shall be appointed by interview, the panel for which shall consist of:
 - 6.4.1. Incoming Barron Manager
 - 6.4.2. Outgoing Barron Manager
 - 6.4.3. DoSDA
 - 6.4.4. Relevant outgoing position holder
 - 6.5. The DoSDA shall oversee the Barron Management Committee and report on the Barron Theatre to the SSG and/or SRC