



# The Constitution of Inner Temple's Drama Society

## 1. Membership

- 1.1 All student members of The Honourable Society of the Inner Temple ('Inner Temple') shall be eligible to be members of the Drama Society ('the Society').
- 1.2 Upon joining Inner Temple as a student member, all students will be given the opportunity to opt into membership of all student societies.
- 1.3 Membership shall terminate upon the sooner of the following:
  - 1.3.1 the commencement of the second six months of pupillage.
  - 1.3.2 the passage of six years from the date of the member joining the Inn.
  - 1.3.3 the resignation of the member by notice in writing to the Secretary of the Society with a copy to the Education and Training Department.
  - 1.3.4 the removal of membership under clause 8 below.
- 1.4 The Education and Training Department will maintain the definitive list of current members of all student societies.

## 2. Duties and Responsibilities of Members

- 2.1 In joining the Society, members agree to be bound by the provisions of the following policies and Codes of Conduct of the Inner Temple:

[Volunteers and Participants Code of Conduct](#)

[Equality and Diversity Policy](#)

[Conflict of Interests Policy](#)

[Social Media Policy](#)

[Complaints Policy](#)

[Anti-Bribery](#)

- 2.2 If a member of the Society fails to attend a pre-booked event without good reason, the Sub-Treasurer has the discretion (without any input from the Committee) to issue a formal warning and/or suspend the member from future events.

## 3. Administration

- 3.1 The Society shall be run by a Committee of students ("the Committee") selected annually as provided for below, subject to the general oversight of Master of Drama and the Student Engagement and Support Committee ("SESC").
- 3.2 The Committee shall comprise a President and other officers as provided for in Schedule I.



#### **4. Selection of President and Other Officers**

- 4.1 The President and other officers shall be selected annually in such manner as may be approved from time to time by the Master of Drama and a majority of the Committee.
- 4.2 The duties and responsibilities of the President and Other Officers shall be as specified in Schedule II.
- 4.3 If the President or any other Officer is unable or unwilling to perform their duties, they may be removed from office by the Master of Drama, acting with the concurrence of the SESC.
- 4.4 The Master of Drama may make such provision as they see fit for the performance of the removed officer's duties during the remainder of their period of office.

#### **5. Term of Office**

- 5.1 The President and other officers shall hold office from 1 January until 31 December.
- 5.2 No role on the Committee shall be occupied by the same individual(s) for a period exceeding two consecutive years, however no one shall serve on any committee for more than three years, except in exceptional circumstances.

#### **6. Obligations of the Committee**

- 6.1 The Committee is expected to run the following events each year:
  - 6.1.1 *A Winter Pantomime (up to 25% of the cast and crew may be comprised of members of the Inner Temple with up to seven years' practice)*
  - 6.1.2 *The Shakespeare Cup (all members of Inner Temple may participate)*
- 6.2 The Committee may, at its discretion, also run:
  - 6.2.1 *A production at the Edinburgh Fringe Festival (up to 25% of the cast and crew may be comprised of members of the Inner Temple with up to seven years' practice).*
  - 6.2.2 *Vocal and/or performance workshops.*
  - 6.2.3 *Social events, including group trips to watch external theatre productions.*
  - 6.2.4 *Informational panel discussions about theatre, performance, or any other topic that falls within the remit of the Drama Society.*
  - 6.2.5 *Any additional productions the Society would like to mount; and/or*
  - 6.2.6 *Such other events as it deems appropriate.*

#### **7. Financial support**

- 7.1 The Society will receive an annual subvention from Inner Temple which is to be managed by the Committee in accordance with the budget.



7.2 Matters of funding and financial accountability shall be in accordance with the procedures agreed with the Education and Training Department from time to time. The current procedures are reproduced in Schedule III.

## **8. Removal or suspension of membership**

8.1 Membership of student societies is a privilege and liable to be removed if its continuance is not conducive to the wellbeing of the Society or the reputation of the Inn.

8.2 The Master of Drama, acting with the concurrence of the SESC, shall be at liberty to remove any student from membership of the Drama Society. In consideration removal of membership, regard shall be had to Inn's policies as set out in clause 2.1 above.

8.3 Membership of the Drama Society may be suspended for a period of no less than 6 months by unanimous consensus of the Committee and consent of the Master of Drama as a penalty for ceasing participation in a Drama Society Production after being given a role.

## **9. Amendment**

9.1 This Constitution, including the Schedules thereto, may be amended by the Committee at any time by instrument in writing made with the concurrence of the Master of Drama following consultation with SESC.



## Schedule I

The Committee of the Drama Society shall comprise the following officers:

*President*  
*Vice President*  
*Treasurer*  
*Secretary*  
*External Productions Officer*

## Schedule II

The duties and responsibilities of the President and Other Officers shall be as follows:

### *President*

- a) The President is primarily responsible for overseeing all productions and other activities put on by the Society. This includes liaising with the writer/director/producer of any performance. It is the President's overall responsibility to ensure that the envisaged productions go ahead, but the exact involvement of the President in each production can and will vary based on the production and the involvement of other members of the Society.
- b) The President is also responsible for attending SESC Meetings on behalf of the Society and providing updates on the Society's activities.
- c) Further, the President will liaise with the Master of Drama, the Student Societies Co-ordinator, and any other members of the Inn or third parties necessary for the Society to conduct its activities.
- d) The President will support all other members of the Drama Society Committee in their activities.

### *Vice-President*

- a) The primary role of the Vice-President is to assist and support the President in their duties. This includes, but is not limited to, attending the SESC Meetings (especially if the President is unavailable), liaising with members of the Inn and third parties regarding Society business and issues.
- b) The Vice-President is also responsible for promoting and advertising Society productions and events. This includes organising the printing and distribution of promotional materials for events, managing all social media profiles and keeping them updated, and liaising with student members/law students/the public when they need information about the Society.

### *Treasurer*

- a) The Treasurer is responsible for overseeing and monitoring the Society's expenditure over the course of the year and ensuring that the Committee has the information necessary to make clear decisions about the budget. The



Treasurer will provide a view on the feasibility and affordability of proposed items of expenditure.

- b) The Treasurer is also responsible for creating a proposed budget for the Society at the beginning of each calendar year to be submitted to the SESC and updating that budget throughout the year.
- c) The Treasurer must meet with the production team for each show to agree a budget with them on behalf of the Committee. The Treasurer shall liaise with the production team to oversee and monitor spending. If a proposed event or activity is in danger of going over budget, the Treasurer should make the Committee aware and discuss how to proceed with both the Committee and the production team.
- d) The Treasurer is responsible for submitting expenses to the Inn and ensuring that student members are reimbursed for their spending. This includes obtaining and keeping a record of receipts/invoices for those expenses.
- e) The Treasurer will be responsible for ensuring that all transactions (incoming/outgoing) whether made directly through the Inn or the online expense platform are clearly recorded and maintained in a single spreadsheet. A copy of this document should be stored on the Society's Google Workspace to allow transparency for all Committee members.
- f) The Treasurer will also be responsible for ensuring that any relevant information about finance is updated in the Society's annual handover document(s) if necessary.

### ***Secretary***

- a) The Secretary is primarily responsible for organising Committee meetings, taking minutes during Committee meetings, and circulating the minutes to the rest of the Committee.
- b) The Secretary is also responsible for sending emails to the Society's mailing list and responding to queries from students enquiring about getting involved in Society activities.

### ***External Performances Production Officer***

- a) The External Performances Production Officer is responsible for organising all productions not held at the Inn. This includes productions at the Edinburgh Fringe Festival and the Shakespeare Cup when it is hosted by Middle Temple.
- b) Organisational responsibilities include securing and liaising with an external venue, organising ticket sales and coordinating details with external stakeholders.



### Schedule III

The funding of the Drama Society and matters concerning financial accountability shall be as follows:

- I. The annual grant will be allocated by the Inn based on the approved annual budgets established by the SESC, Finance Committee and Executive committee at the end of each year for the year ahead.
- II. The annual grant will be available from January to December of each year. Any funds left over that year will not automatically roll over.
- III. The Society is expected to operate within the annual grant each year and only commit to activities that meet the objectives of this constitution.
- IV. Annual budget planning will begin in May. The Society will review expenditure and income to date and put forward a forecast of overall spending in the current year, their proposed budget for the following year and any budget proposals to the SESC in the October meeting.
- V. Any financial proposals affecting the annual grant of the Society must be approved by the SESC in the October meeting to allow time for approval from the Finance Committee and Executive.
- VI. Before presenting any financial proposal, the Society must consult with their Master of Activity, Education Engagement Co-Ordinator and the Director of Education.
- VII. Where the Society's event is held internally and incurs a cost from the catering of the event an invoice will not be produced, the cost of the event will be charged internally. The Event Manager from the Inn's Catering team should provide the Society with the final cost of the event for their records. The Education Engagement Co-Ordinator will be responsible for following up on this if the information is not given in a timely manner post-event.
- VIII. If the Society makes any external purchases of goods or services, an invoice should be produced and addressed to the Inn in the following way: *The Inner Temple Drama Society, The Honourable Society of the Inner Temple, Crown Office Row, EC4Y 7HL.*
- IX. If the Society's event is held in an external venue whether the space is free or incurs a hire fee, the Master of Activity should be consulted before any agreement is made to avoid any conflicts of interests.
- X. The Master of Activity must also approve all international travel/accommodation and any volunteers' gifts that exceed £25 each, to uphold the Inn's [anti-bribery policy](#).