



STANDING ORDERS

These standing orders were approved on Wednesday, 24 September 2014.

1. Status

- 1.1. **Durham Student Theatre (DST)** operates as a Student Organisation under the **Durham Student Organisations (DSO)** Framework approved by the University Council., under the parent body of Experience Durham.
- 1.2. These standing orders should be interpreted in the light of the Standing Orders of Experience Durham and within the Durham Student Organisations Framework agreed by the University Council. Where there is a conflict or perceived conflict between these standing orders and any provision of the Standing Orders of Team Durham Student Organisation or the DSO Framework, the latter shall take precedence. Where the Framework refers to the specific responsibilities of the DSO President and DSO Treasurer they should be interpreted as references to the DST President and the DST Treasurer respectively.
- 1.3. The student organisation shall be known as **Durham Student Theatre** or **DST**.
- 1.4. The body, herein referred to **The Committee**, shall be called the Durham Student Theatre Committee. The Committee consists of the Executive Committee and the Standing Committee.
- 1.5. The body, herein referred to **The Executive Committee**, shall be called the Durham Student Theatre Executive Committee.
- 1.6. The body, herein referred to **The Standing Committee**, shall be called the Durham Student Theatre Standing Committee.
- 1.7. The organisation is composed of both male and female students. Therefore all references to “he”, “his”, “him”, etc. should be taken to refer to men or women equally.

2. Objectives and Functions

- 2.1. The objectives of DST are:
 - a. To promote **the dramatic arts in all their diversity**.
 - b. To be a **body for representation** for its members and of theatre groups within the university.
 - c. To offer a **welcoming and inclusive platform for students** to develop and showcase their theatrical skills in all disciplines of theatre.
 - i. DST is a student-led organisation and thus benefits students by offering both participatory and leadership roles.
 - ii. DST and Durham University will support all varieties of theatre and will only intervene with a production if there are sound legal or safety concerns behind it going ahead.
 - iii. The DST Committee may intervene with a production if it is deemed that there are grounds for reasonable concern about the welfare of any party that is involved, with a view to represent and support its membership. The committee will work with, where appropriate, University Welfare and the Durham Students' Union, to aim to ensure that any issues are resolved sensibly and with the best interests of all those involved in mind.



- iv. To support a high level of professionalism in both its theatre companies and its productions.
 - v. To offer regular and varied development and training opportunities to support its members in their endeavours.
- 2.2. These objectives will be achieved in the following way:
- a. To provide **advice** for theatre companies and production teams, particularly in the areas of venue booking, applications for funding, equipment hire and ticket bookings.
 - b. To coordinate and oversee the **general administration** relating to DST, its theatre companies (where appropriate) and its productions.
 - c. To **publicise** DST and communicate effectively with students and the wider community through:
 - i. Providing and maintaining a working and up to date website, advertising all of DST's services.
 - ii. Promoting Durham Student Theatre and its subsidiary theatre companies in events outside of Durham, including, but not limited to, Edinburgh Fringe Festival and outside student drama festivals.
 - iii. Promoting the use of the Assembly Rooms theatre, the Theatre Module and other university and DST owned and managed resources.
 - iv. Publicising planned productions of subsidiary theatre companies to the best of its ability, including, but not limited to, the DST website and a termly "What's On Guide" and assisting in contact with student and local press.
 - d. To organise and promote the **Durham Drama Festival (DDF)**.
 - e. To represent the theatrical applications for funding on the Durham University Arts Management Group (DUAMG) committee.
 - f. To work with the **Assembly Rooms Management Group** to manage **The Assembly Rooms theatre**, including, but not limited to, box office service, retail provision, and technical services.
 - g. To **organise and regulate the application procedure** for The Assembly Rooms Theatre, for slots during University term time, for its subsidiary theatre companies according to the procedure and assessment criteria set forth in "Assembly Rooms Application Procedures".
 - h. To **arrange workshops and speakers** on subjects relevant to drama and theatre productions.
 - i. To **arrange trips** to local theatres and other social activities for DST members.
 - j. To **advertise and support** a "Fresher's Production" or "Fresher's Play" in Michaelmas term.
 - i. The director, producer, cast and technical crew will consist entirely of first year students of the University.
 - ii. Funding for the "Fresher's Play" will be provided from DST accounts.
 - iii. The Committee will provide support for each member of the production team and monitor their progress closely to ensure a sound production
 - iv. Selection of the "Fresher's Play" production team will be made by a "Selection Committee," chosen by the President and consisting of members of the Committee.

- v. The Selection Committee will choose candidates based on written applications and interviews. Successful applications will be determined solely upon performance at the interview and quality of the written application.

3. Membership

- 3.1. Membership is open to all Durham University students and sabbatical officers of Durham Student Organisations, Common Rooms and Student Union.
 - a. Exception to this rule may be granted to any person at the discretion of the Committee.
- 3.2. A student is said to be a member of DST once they have paid their subscription fee.
- 3.3. The subscription fee is £7 per year and £15 for life.
 - a. Subscription fees must remain constant throughout each academic year.
 - b. Changes to subscription fees may be made between academic years at the discretion of the Committee.
 - c. An increase in subscription fees will not affect current membership.
- 3.4. Members may leave DST (“terminate their membership”) at any time, at which point they will lose all benefits and rights granted to DST members
 - a. If a membership is terminated within 21 days of its inception, that individual is entitled to a full refund of subscription fees.
- 3.5. The DST Committee may terminate a member’s membership should they breach the code of conduct, as outlined in Section 4.7.5.
- 3.6. DST shall not discriminate against any person on the grounds of race, ethnic origin, creed, colour, age, disability, sex, sexual orientation, religion, political or other beliefs.
- 3.7. Non-members may be admitted to open meetings at the discretion of the Committee.
- 3.8. DST members are entitled to the following:
 - a. To be involved in a production held in the Assembly Rooms Theatre, under any aspect of production.
 - i. In exceptional circumstances, non-members may be involved in a production in the Assembly Rooms with written consent of the DST President, counter signed and approved by the Executive Committee.
 - b. A weekly, where possible, email which will contain all relevant information for DST members, including, but not limited to, upcoming auditions, workshops, and theatre listings, other DST news.
 - c. Reasonable access to the Committee for advice or queries.
 - d. Access to the “Member’s area” of the DST website.
 - e. Voting in all DST elections, including, but not limited to Committee elections and the D’Oscars Awards.
 - f. A 50 pence discount for any production produced by a subsidiary theatre company as described in the theatre company ratification agreement.
 - g. Access to all other services DST may provide, including workshops, socials and theatre trips.



- 3.9. Upon leaving the University, "Life" members are no longer entitled to any member benefits except the production discount.

4. The Committee

- 4.1. All members of the Committee must be elected by democratic vote.
- 4.2. The Committee must all be members of DST, and Undergraduate or Postgraduate members of Durham University.
- 4.3. All members of the Committee must have been involved in some capacity in theatrical production at Durham.
- 4.4. The function of the Committee will be:
 - a. To decide on general policy which has not been set in the Standing Orders, or at an Open Meeting.
 - b. To decide the dates and times of General Meetings.
 - c. To be responsible for the general administration of DST.
 - d. To maintain, to the best of their ability, the DST Standing Orders, above all else the aims of DST.
- 4.5. Any member of the Committee may be removed from office by two thirds majority vote cast by the DSTs members. Call for such an election must be made by at least 5% of DST membership in writing to the President or the Secretary if it is the President's position that is questioned.
- 4.6. A member of the Committee shall be deemed to have vacated office if:
 - a. They resign their office to DST by notice to a meeting of the Committee.
 - b. They, without sufficient reason, have been absent, without permission of the President, for more than three consecutive meetings of the Committee.
 - c. They have been requested to resign by all other members of the Executive or Standing Committee, or by the membership, as outlined in sections 4.5, 4.9.2 and 4.10.2.

4.7. Responsibilities

- 4.7.1. The Committee shall direct the general management of the affairs of DST. The structure of the management of DST is shown in Appendix A.
- 4.7.2. Immediately after the result of the Committee elections, successful candidates will act in a shadow capacity to the current Committee until handover.
 - a. During this period, the incumbent Committee are entitled to attend all DST Committee meetings.
- 4.7.3. The Committee's term of office shall be one year beginning and ending at the "D'Oscars" Social in Easter term.
- 4.7.4. Members of the Committee will attend all DST meetings during their term. Apologies for absence must be given to the President and Secretary.
- 4.7.5. The Committee shall have the right to terminate the membership of an individual in the case of a member breaking the code of conduct.
 - a. The member shall have the right to protest this decision and heard by a panel, consisting of members of the Committee and members of



Experience Durham staff before a final decision is made by a unanimous vote.

- 4.7.6. In the event of a position in the committee not being filled or new role being deemed necessary, an election will be organised using the standard rules for the Committee elections.
- 4.7.7. Until such time as an election can be held, the Committee may co-opt a temporary replacement from a DST member by majority vote of the Committee, unless the vacant position is President, Secretary or Treasurer.

4.8. Meetings

- 4.8.1. The Committee will hold weekly private meetings, during term time.
- 4.8.2. These meetings are conducted privately, however other members or staff of Experience Durham may be brought into the meetings if the Committee feel it is appropriate.
- 4.8.3. These members will not be able to speak or vote, and may be asked to leave for confidential business.
- 4.8.4. Seven Committee members shall form quorum for a meeting.
- 4.8.5. Meetings shall be chaired by the President.
- 4.8.6. Minutes shall be taken by the Secretary, should the secretary be absent then another committee member should be nominated to take minutes.
- 4.8.7. Minutes shall be made available to all members.
 - a. Should the committee agree (by majority vote) then aspects deemed confidential business may be omitted from the minutes.
- 4.8.8. All decisions made by the committee are made by majority vote, the chair shall always have the casting vote.
- 4.8.9. The Treasurer must be present at any meetings where financial discussions are made.

4.9. The Executive Committee

- 4.9.1. There must be three members of the Executive Committee at all meetings of the Committee.
- 4.9.2. The Executive Committee may call for removal of any of the Standing Committee members from their post, given a unanimous vote. Following this the motion will be presented to the members for voting, which must achieve a two thirds majority to pass.
 - a. Quorum for voting shall be the number of Committee members plus the number of active Theatre Companies.
- 4.9.3. The Executive Committee shall consist of:
 - a. **The President** who shall be the nominal head of DST.
 - i. He must have proven himself through one of the following:
 - a. Having produced, directed, or tech directed at least three shows affiliated with DST, at least two of which must have been performed in Durham.
 - b. Having produced, directed, or tech directed at least one show which performed in the Assembly Rooms.



- c. Having held a position on the DST Committee in a previous year.
 - ii. He shall liaise with other Executive Committee members regarding arrangements for weekly Committee Meeting, with Theatre Company Presidents for the monthly Board of Theatre Companies Meetings, and emergency, open and general meetings as necessary.
 - iii. He shall ensure the observance of the Standing Orders by the members.
 - iv. He shall organise and chair all DST meetings, except if otherwise specified, following the handover in the Easter term, until the following year's handover date.
 - v. He shall create and maintain DSTs long term development plans.
 - vi. He shall liaise with DSTs Partners to ensure that DST is working appropriately towards their goals, as well as ensuring DST regains its artistic integrity and freedom.
 - vii. He shall oversee the management and running of DST on a day-to-day basis. Such responsibilities will include, but are not limited to; all DST Elections, DUAMG and Funding applications and enquiries, and drama school enquiries.
 - viii. He should represent the interests of DST and its members on University Boards and Committees.
 - ix. He should oversee and mediate all disputes arising within DST or, if necessary, within its ratified theatre companies.
- b. **The Secretary** who shall be responsible for providing services to members of DST.
- i. He shall maintain and publish the minutes of all general, open, emergency, and Committee meetings no more than four days after each meeting. These shall be available to all members.
 - ii. He shall liaise with the President and all other Committee members to publicise all necessary DST meetings. They will give no less than four days notification of Committee meetings, no less than two days for emergency meetings, and no less than seven days' notice of Open, and General Meetings.
 - iii. He shall send all official emails to DST.
 - a. A members wide email must be sent at least once a week to include all DST performances, audition notices, interviews and other opportunities provided by DST, or its ratified theatre companies and all sponsorship information which may be applicable to DST members. Other information may be included at their own discretion.
 - b. These emails will be sent from the 'Student Theatre' email account.

- iv. He shall be responsible for managing of the members' database, including the overseeing of online sign-up, the normal issuing of membership cards, and making regular inquiries to make sure all required have paid their dues.
 - v. He shall handle the day-to-day running of DST, as instructed by the President in whatever way necessary.
 - vi. He shall work with the President to handle external correspondence on behalf of DST.
 - vii. He shall check the DST email account at least once in every three days during term time and forward any emails to relevant members of the Committee.
 - viii. He shall maintain the DST library, ensuring that its contents, both books and periodicals, are kept up to date, and are useful for the members of DST
- c. **The Treasurer** who shall have reasonable understanding of accounting and shall maintain the DST's accounts.
- i. He must have sat as Assistant Treasurer previously or should be able to show that he has an appropriate understanding of the accounting processes expected of the role.
 - ii. He shall be responsible for the cash management at all DST events, or otherwise the delegation of this role to the Junior Treasurer.
 - iii. He shall maintain all DST accounts in good order.
 - iv. He will ensure all account and transaction information for at least the past 3 years is readily available.
 - v. He will keep a set of up-to-date accounts to be presented to members, at their request, to the University on a monthly basis, and a year summary to be presented at the AGM.
 - vi. He will liaise with the President to keep a regular check on all transactions into and out of the DST accounts.
 - vii. He shall ensure all monies from Box Office takings are received to the DST account at the end of each week.
 - viii. He will be responsible for checking DST Theatre Company accounts on a monthly basis and reporting issues to the Assistant Treasurer and Theatre Company as soon as possible.
 - ix. He shall be responsible for finding and applying for funding and sponsorship opportunities relevant to DST and its long term development goals.
 - x. He shall ensure, in accordance with the DST Theatre Company Ratification Agreement, all ticket revenues and remittance statements owed to individual theatre companies are passed to the Junior Treasurer.



- d. **The Technical Manager** who shall be responsible for providing technical services and information to the Assembly Rooms and ratified theatre companies of DST.
 - i. He will have had technical experience and will be able to advise producers in these matters.
 - ii. He will maintain a directory of members holding DST Technical Cards and a second directory of contractors who may provide services that will be of use to producers.
 - iii. He will be responsible for liaising with the Theatre Manager regarding maintenance and repair of the equipment within, and the fabric of the Assembly Rooms.
 - iv. He may assist productions in finding technical crew but will not be responsible for providing technical crew for productions. This responsibility lies with the production team.
 - v. He may choose to appoint a number of deputies, known as the Board of Technicians, to look after specific parts of the technical operation.
 - vi. He will run at least one Technical Course each term, at which DST members will be able to gain a Technical Card, at the discretion of the Technical Secretary. At the discretion of the Technical Secretary, any member of the Tech Board may run a Technical Course and issue a Technical Card to members who have passed the course.
 - a. He will ensure that the technical course tutors all attendees with the minimum health and safety requirements of the building, as regulated by the Estates and Buildings department and University.
 - vii. He will liaise with the University Health and Safety Officers to ensure that each production is checked and meets the University H&S Standard.
 - viii. He may fine any productions occurring in the Assembly Rooms for any Health and Safety infractions at his discretion.
 - ix. He shall ensure that adequate risk assessments are completed, received, and kept on file for all shows performing in the Assembly Rooms
 - x. He will liaise with the Leason Bequest on behalf of DST

4.10. The Standing Committee

- 4.10.1. There must be four members of the Standing Committee at all meetings of the Committee.
- 4.10.2. The Standing Committee may call for removal of any of the Executive Committee members from their post, given a vote in favour by at least five members. Following this the motion will be presented to the members for voting, which must achieve a two thirds majority to pass.
 - a. Quorum for voting shall be the number of Committee members plus the number of active Theatre Companies.

- 4.10.3. The Standing Committee shall consist of:
- a. **The Assistant Treasurer** who shall be responsible for ensuring payment of DST funds and theatre company reporting
 - i. He shall manage the cash flow at all DST events when appointed to by the Senior Treasurer.
 - ii. He shall monitor the DST online bank account, ensure that the password is kept safe and that the balance is regularly transferred to the main bank account for security.
 - iii. He shall arrange reimbursements and ensure all bills are paid within the appropriate time period.
 - iv. He will liaise with Theatre Companies to ensure that they return the appropriate monthly accounts to DST, and assist new companies to create bank accounts and provide them with financial advice where required.
 - v. He will ensure all ticket revenues and remittance statements received from the Senior Treasurer shall be paid within 14 days of the last performance.
 - vi. He shall accept any additional responsibilities given by the Senior Treasurer.
 - b. **The Internal Hires Coordinator** who shall be responsible for the Hiring of Props, Costumes, Furniture and Module Equipment.
 - i. DST Props/Furniture/Costumes will henceforth be referred to as Non-Technical Hires. Hire-able DST Module Technical Equipment will henceforth be referred to as Technical Equipment.
 - ii. He will co-ordinate the hire of the Technical Equipment to individuals and societies. He will also be responsible for seeking payment for the hire of this Technical Equipment.
 - iii. He will co-ordinate the loan of Non-Technical Hires to DST members and DST ratified Theatre Companies.
 - iv. He may appoint an ex officio volunteer as "Module Assistant" to take responsibility for the dispatch of these hires/loans if he/she requires.
 - v. He will seek compensation for any damage caused to Non-Technical Hires / Technical Equipment during the periods of the loans and hires. The amount of compensation for Technical Equipment will be at current market rates for replacement. The amount of compensation for Non-Technical Hires is at the discretion of the Hires Coordinator, in consultation with the Technical Secretary.
 - vi. He will visit the Assembly Rooms at least once per week during term time (Excluding examinations period) to check on the condition of the Props Store, the Furniture Store, the Sound Cupboard and the Module and inform the Technical Secretary, Secretary or Treasurer of any fines than need to be imposed on theatre companies as a result of this.



- vii. He will seek to reply promptly to any requests to hire Non-Technical Hires or Technical Equipment from DST.
- viii. He will ensure that productions performing in the Assembly Rooms are given primary access to Non-Technical Hires but if these productions do not respond in a timely manner they have leave to allow external individuals/theatre companies to borrow them as well.
- ix. Access to Technical Equipment will be on the basis of first come/first served and is to be booked via the Equipment Hire section of the DST website.
- x. Help with Coordinating with the Leason Bequest, particularly on the return of funds.
- c. **The Public Relations Officer** who will seek to increase funding of DST, increase DST's profile through the press, and maintain correspondence with alumni and friends of DST.
 - i. He will also ensure all contractual agreements made with external sponsors are monitored and upheld.
 - ii. He will be responsible for the promotion and publicising of DST both within and outside of the university. This will include co-operation with local and national media.
 - iii. He will keep records of all related correspondence and will liaise with the treasurer regarding transactions to and from the DST accounts.
 - iv. He will maintain an archive of DST productions for future reference and ensuring the DST database is kept up to date.
 - v. He will maintain all regular correspondence with alumni and other friends of DST.
 - vi. He will oversee the publication of the termly 'What's On Guide' and see that it is distributed throughout Durham.
 - vii. He shall manage all social networking faces of DST, including Facebook and Twitter.
 - viii. He shall coordinate with members of the DDO project in matters of fund raising.
- d. **The Festivals Secretary** who shall be the Director of DST's annual Durham Drama Festival and will also coordinate DST's involvement in other drama festivals.
 - i. These responsibilities will include, but are not limited to:
 - a. Booking the venues required for the festival's activity.
 - b. Selecting productions to be staged through a fair application process.
 - c. Organising Technical Crew for the festival.
 - d. Time allocation for all productions during the production week, and itinerary for activities during the week.
 - e. Organisation of a panel of judges for the festival.
 - f. Liaising with the Public Relations officer in order to fully market and publicise the event.

- ii. He will assemble a sub-committee of volunteers who may support his role in organising the Durham Drama Festival
- iii. He will oversee all enquiries of external drama festivals and encourage DST involvement in such festivals. This includes, but is not limited to, support for those thinking about attending the Edinburgh Fringe Festival or the National Student Drama Festival.
- e. **The Social and Workshops Secretary** who will organise and publicise all social events relevant to, and organize regular workshops to the benefit of DST's members.
 - i. He will organise the end of year social ball; *"The D'Oscars"* which also serves as the handover session for the next year's Committee.
 - ii. He will liaise with the Treasurer in order to establish a sensible budget for The D'Oscars and the year's social events.
 - iii. He will ensure the DST members are provided with a range of social events throughout the year, including theatre trips and performance nights.
 - iv. He will liaise with the Treasurer in order to establish a separate budget for Workshops
 - v. He will organize regular workshops from alumni, industry professionals, and other appropriate individuals which will appeal to the full range of DST's members and mission.
- f. **The First Night Editor** who will organize reviews of DST productions and edit these reviews and any other DST publications
 - i. He will ensure every DST production which would like is reviewed for First Night
 - ii. He will ensure these reviews are published to the DST website in a timely manner, ideally within 24 hours
 - iii. He will edit, publish, and distribute any other publications the Committee or DST decides to produce.

5. Theatre Companies

- 5.1. A theatre company must be ratified to DST in order to operate and use DST's services. The full terms and responsibilities of both parties are laid out in a separate document: 'Theatre Company Ratification Agreement.'
- 5.2. DST Theatre Companies are split into 2 distinct categories.
 - a. DST Theatre Companies
 - i. These theatre companies remain solely under DST, and operate their own bank accounts in accordance with the University finance procedures. Full details are outlined in their ratification agreement.
 - ii. Upon dissolution of a subsidiary theatre company all monies belonging to the company become property of DST.
 - b. DST Affiliate Theatre Companies
 - i. These companies fall under a different parent body who remains responsible for the legal and financial operations of the company. They



- sign a memorandum of understanding to make use of the services DST offers.
 - ii. They may be in the form of, but not limited to:
 - a. Durham Students' Union Societies.
 - b. JCR Theatre Companies.
 - iii. Upon dissolution of an affiliate theatre company DST may retroactively charge for services provided.
- 5.3. All theatre companies must operate as non-profit groups. Only reinvesting money into future company productions or events.
- 5.4. Theatre Companies may make a full written complaint to the President of DST if it is deemed to have breached the agreement. The President is obliged to respond in writing, having investigated the claims which have been made.

6. Boards and Sub-committees

- 6.1. DST may create any number of Sub-Committees or Boards of DST to advise on specific matters.
- 6.2. The chairman of these must always be a member of the Committee.
- 6.3. These Boards or Sub-Committees may report or propose motions to the Committee either through the chair or by sending a representative to a Committee meeting.
- 6.4. The Committee has the power to dissolve any Sub-Committee.
- 6.5. The Boards remain constant and membership will be appointed by the Boards chair or the Committee.
- 6.6. The boards of DST are:
- a. The Board of Technicians consists of technicians to advise and assist the Technical Manager.
 - i. This board will be chaired by the Technical Manager.
 - ii. This board will consist of two general members and a secretary.
 - b. The Board of Theatre Companies consisting of the presidents of Theatre Companies.
 - i. This board will be chaired by the President.
 - ii. Members of the Executive Committee must attend all these meetings.
 - iii. Meetings will be held monthly to allow regular communication between DST and its substituent Theatre Companies.
 - c. The Board of Advisors consisting of representatives from the University and the professional theatre industry. The membership will be chosen for their knowledge and the support they can offer by the Committee with the advice of Experience Durham.
 - i. This board will be chaired by the President.
 - ii. The Theatre Manager is to sit on this board.



7. The Annual General Meeting

- 7.1. The committee shall arrange an Annual General Meeting in the final two weeks of the Epiphany Term, or within the first two weeks of the Easter Term. The date shall be set by the President.
- 7.2. The Agenda shall include the following:
 - a. Executive and Standing Committee reports.
 - b. Statements of Accounts.
 - c. Elections for the new Committee.
 - d. Any other business.
- 7.3. The meeting shall be chaired by the President and minutes shall be taken by the Secretary.
- 7.4. All members should receive notice of the meeting at least one week in advance.

8. Open, General, and Emergency meetings

- 8.1. Open and emergency meetings should be held as and when necessary according to the Committee.
- 8.2. A General Meeting of DST must be held if there is call for one by at least 5% of members.
- 8.3. The open and general meetings should be advertised to all members at least one week in advance.
- 8.4. Emergency meetings should be advertised to all members at least two days in advance
- 8.5. Minutes of all meetings should be available to members, summarising the decisions made.

9. Elections of Committee

- 9.1. The election of the new executive committee will take place within one week of the Annual General Meeting.
- 9.2. Nominations for posts shall be closed at least 24 hours before the start of the meeting.
- 9.3. Election for all posts shall be made by a simple plurality, first past the post, voting system.
- 9.4. Quorum for voting shall be the number of Committee members plus the number of active Theatre Companies.
- 9.5. In the event of a tie, this result shall be announced, and the election run again.
- 9.6. The voting will be closed, and all members will be given the opportunity to vote, and also notified of the results. The numerical results will only be revealed upon request.
- 9.7. The President may act as or appoint another impartial (non-Committee) person to act as a Returning Officer for the elections.



- a. The Returning Officer shall publish, in advance of all elections, a series of guidelines for candidates to ensure a fair, swift and cordial election process. These guidelines will be adhered to as binding with this constitution.
- b. The Returning Officer may, at his or her discretion, impose sanctions on candidates (including disqualification and restarting the election) in cases where he or she believes election guidelines have been breached.
- c. In the case where the President acts as the Returning Officer, an impartial adjudicator must verify the results of the election.

10. Finance

- 10.1. DST shall ensure that it meets its financial responsibilities as a Durham Student Organisation (DSO). As a DSO it is bound by the financial regulations set out in annex 3 of the DSO Framework. The DSO framework can be found at: http://www.dur.ac.uk/gsu/password/student_organisations/dso/framework_documents/ CIS password required.
- 10.2. DST shall ensure that its financial information is presented to the Division Accounts Team (DAT) in an agreed format, within timescales set and where reasonably possible be available to provide further clarification when required.
- 10.3. The DST Treasurer will:
 - a. Raise any queries or concerns regarding its finances to the DST President and/or Dean of Experience Durham/DAT as appropriate.
 - b. Consult with other Executive committee members shall manage the budget and keep proper accounts.
- 10.4. DST is a non-profit making organisation. All monies raised by or on behalf of DST shall be applied to further the objectives of DST.
- 10.5. An audited statement of the accounts for the previous financial year shall be submitted by the Committee to the Annual General Meeting.
- 10.6. DST shall retain its own bank account.
- 10.7. The Executive Committee shall authorise in writing the Treasurer and the President to sign cheques on behalf of DST.
- 10.8. All cheques must be signed by two of the authorised signatories.
- 10.9. DST shall not finance any other society, organisation, or business.
- 10.10. Should a conflict exist between the financial regulations laid down by the DST and Annex 3 of the DSO framework the latter shall be adhered to.

11. DST Sabbatical Staff

- 11.1. The DST Theatre Development Co-ordinator and the Theatre Manager are University employees, line managed by the Dean of Experience Durham. The Student Committee will manage the content of the workload (see Appendix 1 for the Governance Structure).
- 11.2. The responsibilities of these staff will be as follows:
 - a. The DST Theatre Development Co-ordinator

- i. Develop a cohesive and co-ordinated approach to the development of student theatre within the University;
 - ii. Increase participation in student theatre within the University;
 - iii. Enhance the profile and promotion of student theatre within the University and wider community.
 - b. The Theatre Manager
 - i. Ensure the development of the Assembly Rooms as a full-time professional theatre;
 - ii. Co-ordinate external hires in order to generate enough income to support the post as well as establishing a respected reputation with local and national theatre groups;
 - iii. Work alongside the Theatre Development Co-ordinator and DST President to ensure students gain maximum benefit from the use of the Assembly Rooms and their interests in the building during term time are protected;
 - iv. Market and promote theatre at Durham both within the University and the wider UK/ Global setting;
 - v. Develop relationships with Alumni, in conjunction with Experience Durham, to establish longer term projects to benefit the theatre, the students and the University.
- 11.3. The conditions of employment of the Sabbatical Officers shall be set out in Annex 1 to the DSO Framework.
- 11.4. The Sabbatical positions are expected to be filled by recent University graduates.
- 11.5. Advertisement of the sabbatical posts will be a one-round process, making the posts accessible to staff, students and external applicants.
- 11.6. The Sabbatical Officers shall hold office from 1 August in the year of their appointment until 31 July in the following year.
- 11.7. The recruitment process shall take place in Epiphany Term.
- 11.8. The President will sit on the interview panel, along with representatives from Experience Durham, as full members with voting rights.

12. Complaints

- 12.1. If any member of DST is dissatisfied with any element of the organisation, they should in the first instance attempt to resolve the situation with the person responsible for the initial grievance, or with a member of the Executive Committee.
- 12.2. If a member has raised a complaint in accordance with section 12.1 and remains dissatisfied they should raise the matter with the DST President.
- 12.3. If a member has raised a complaint in accordance with section 12.2 and remains dissatisfied then the matter should be referred to the Dean of Experience Durham
- 12.4. Student Members of DST may also follow the Complaints Procedure for Students detailed in the University Calendar.



13. Hire Services

- 13.1. A hire contract will be employed for any lease of equipment from any of the equipment stores.
- 13.2. Any repair work or cleaning that is required to be done following the hire of equipment shall be paid for by the hirer as a compulsory fee. This will be made clear to the hirer before the contract is taken.
- 13.3. In the event of DST ceasing to exist, all properties, costumes and equipment for the maintenance thereof shall be handed over to the Assembly Rooms. Any equipment not wanted by the Assembly Rooms should be offered to any other active student drama group at the discretion of the outgoing executive committee.

14. The Assembly Rooms:

- 14.1. Theatre Companies may attain use of The Assembly Rooms through an application process; the guidelines of which are listed in the document 'Assembly Rooms Application Procedures.'
- 14.2. All theatre companies and members of DST will adhere to the rules of the building set by the Estates and Buildings Department and DST.
 - a. DST may impose monetary fines on theatre companies who break these rules.
- 14.3. The box office shall be staffed and organised by the DST Committee on behalf of all student theatre companies performing in the theatre.
 - a. Other DST members can be trained to work box office at the discretion of the DST Committee
 - b. The box-office staff reserve the right to release all non-paid, reserved tickets 10 minutes before the scheduled starting time.
 - c. The box-office staff reserve the right to release all pre-paid, reserved tickets at the scheduled starting time.
- 14.4. The Assembly Rooms will be kept locked at all times outside of hours of performances.
- 14.5. Refund Policy
 - a. For shows performing in the Assembly rooms, if notice is given at least one hour before the show's scheduled start time, and it is possible to resell the tickets, a refund will be given.
 - b. In all other instances, refunds will be up to the discretion of the production team

15. Indemnity Clause

- 15.1. Every elected officer, appointee or member of DST shall be entitled to be indemnified out of its assets against all losses or liability he may sustain or incur in or about the execution of his office or employment or otherwise in relation thereto; and no such person shall be liable for any loss, damage or misfortune which may happen to be incurred by the club in the course of execution of his duties or in

relation thereto: provided that this section shall not affect his liability for his own negligence.

16. Referendum

- 16.1. DST may sit as either a Student Organisation under the University or a Student Society under Durham Students' Union.
- 16.2. DST will hold a referendum on its parent body at least every 3 years, however a referendum may be called at any time should it be deemed necessary.
- 16.3. The outcome of the referendum will follow all relevant procedure set out by the DSO Framework and the Durham Students' Union.

17. Assets

- 17.1. Annex 3 Section 16 of the DSO framework covers the clubs responsibilities with regard to physical assets.
- 17.2. All expenditure over £10,000 must be communicated to the Divisional Accounts Team along with copies of invoices.
- 17.3. Sales of assets must be agreed by the DST President and communicated to the Divisional accounts team. A sold note must be completed and sent to the Divisional accounts team and the Dean of Experience Durham the form can be found using the following link. <http://www.dur.ac.uk/procurement/local/staff/forms/>. Proceeds of the sale with remain with DST.
- 17.4. Should a conflict exist between the asset regulations laid down by the club and Annex 3 of the DSO framework the latter shall be adhered to.

18. Records and Information Capture

- 18.1. Records and accounts of the organisation's business shall be kept for inspection by members, or the university for at least three years.
- 18.2. Information and records held by DST will be maintained in accordance with relevant University Policies.

19. Interpretation of the Standing Orders

- 19.1. The responsibility for interpretation of the Standing Orders shall lie with the Committee.
- 19.2. Where a member of DST disagrees with the interpretation of the Standing Orders, they may complain in accordance with section 12 of these Standing Orders.

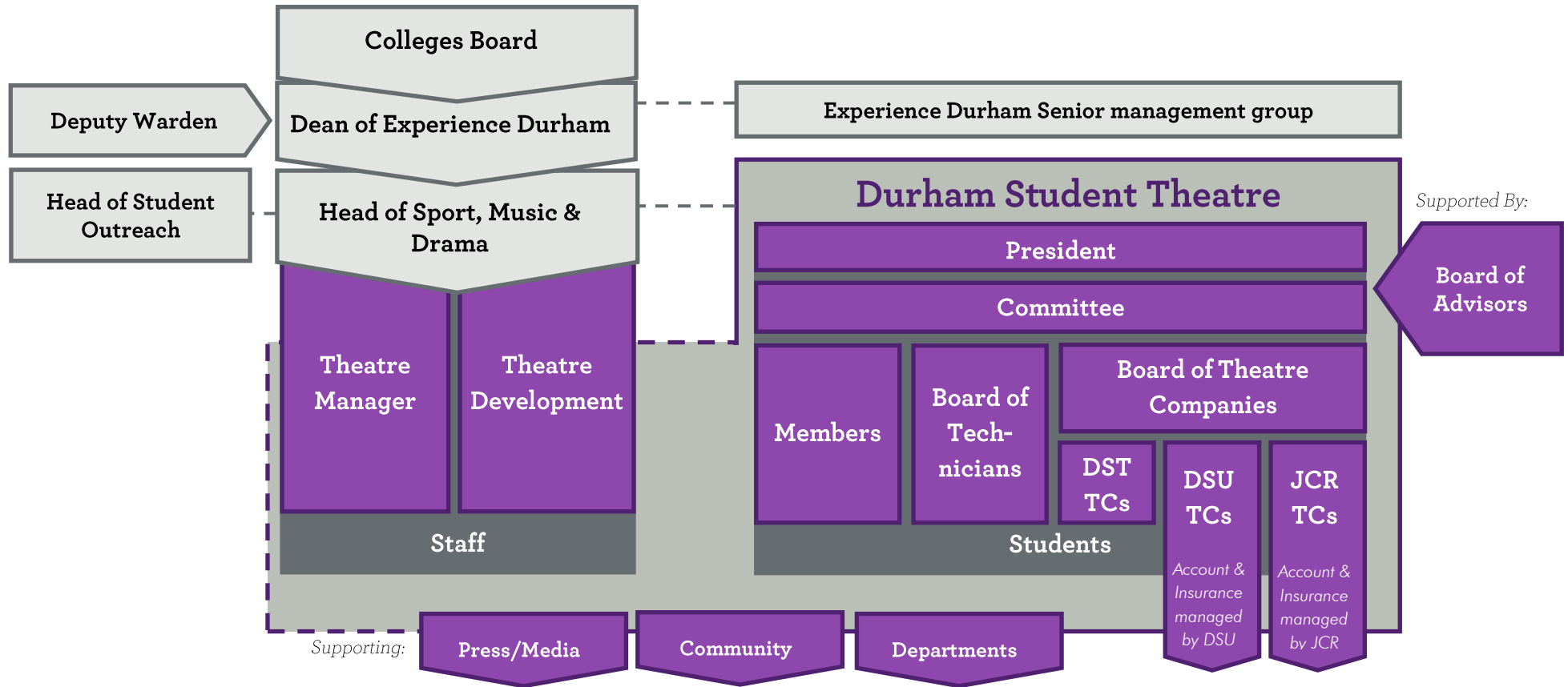


20. Amendment of the Standing Orders

- 20.1. Proposed amendments to these Standing Orders, following a vote of the Committee, must be submitted to the membership for discussion prior to voting.
- 20.2. Amendments shall require a two-thirds majority vote.



Appendix A. DST Structure and Governance.





Our governance is split into two parts, the student and sabbatical officer roles and the support staff.

The student and sabbatical officer led side would be responsible for the following:

- Creating and maintaining DSTs long term development plans.
- The management of membership, queries that may arise and communication.
- Promoting the arts in all their diversity.
- To provide advice to theatre companies and production teams.
- To promote and organise the Durham Drama Festival.
- To arrange and support the DST Fresher's Play.
- To represent student theatre on University boards and committees.
- To organise and regulate the application and allocation of slots during term time for The Assembly Rooms Theatre.
- To arrange workshops and socials related to all theatrical practices.
- To communicate with alumni on upcoming theatrical events.

The support staff would be responsible for the following:

- The management of the Assembly Rooms Theatre Box Office and technical aspects.
- The promotion of the theatrical productions to the local and wider community.
- The promotion of theatrical venues in Durham to external clients.
- Working alongside the student led committee to gain maximum benefit from the Assembly Rooms and ensure their interests are protected.
- Developing relationships with alumni to establish longer term projects.
- To work with the student led committee to create and uphold long term development plans for theatrical facilities in Durham University.
- To provide support to the student committee as required, particularly, but not limited to, the issues of finance and marketing.

The remainder of this report outlines the changes to various aspects of our governance in more detail.



THEATRE THAT SPEAKS VOLUMES



A Durham Student Organisation
Managed by of Experience Durham

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