

Chapter (Insert): SSC Performing Arts Fund (Mermaids)

The SSC Performing Arts Fund shall be called 'Mermaids: The University of St Andrews Performing Arts Fund', hereafter 'Mermaids'.

1. Aims

1.1. To promote performing arts: both within and outwith St Andrews.

1.2. Mermaids shall have a membership that includes all matriculated students of the University of St Andrews, excluding those who have exercised their right under the 1994 Education Act to opt out of Association membership.

2. Committee Membership

2.1. SSC 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. Ball and Fundraising Convenor

2.7. Fringe Representative

2.8. Barron Manager

2.9. Box Office Manager

2.10. Costumes Officer

2.11. Set and Props Officer

2.12. Technical Operations Officer

2.13. Marketing Officer

2.14. Engagement Officer

2.15. Director of Student Development and Activities

2.16. Director of Events and Services

2.17. Management Accountant (Non-voting)

2.18. Building Supervisor (Non-voting)

2.19. Temporary Member (Non-voting)

2.2. The roles of all Mermaids Committee Members shall be laid out in the Roles document, to be reviewed annually.

2.3. Changes to the Committee's membership shall be considered changes to this chapter of the Laws and as such must be approved by the SSC.

3. Meetings

3.1. Public Meeting

3.1.1. Mermaids shall convene a public meeting at least once per fortnight, during term time.

3.1.2. Attendance is compulsory for at least one member of every production team currently benefitting from mermaids funding.

3.1.3. Attendance is open to all other matriculated students of the University of St Andrews, excluding those who have exercised their right under the 1994 Education Act to opt out of Association membership.

3.2. Committee Meeting

3.2.1. The committee shall meet formally at least once per fortnight during term time, at a time or day after that week's public meeting.

3.2.2. This meeting shall be *in camera*.

3.2.3. The quorum shall be 3/5 of all eligible voting members.

3.2.4. Any committee member that declares a conflict of interest through being involved in a production shall not count as an eligible voting member for the purposes of establishing quorum.

3.3. Presidents' Forum

3.3.1 The Presidents' Forum shall convene at least two times per semester.

3.3.2. Membership shall consist of the presidents, or producers, of those societies affiliated to Mermaids.

3.3.3. Any society that identifies as a performing arts society- or a society with a performing arts element- is eligible to join, at the discretion of the convenor.

3.3.4. The forum shall act primarily as a point of contact between the Performing Arts Officer- representing Mermaids- and Mermaids' affiliated societies.

3.3.5. The forum aims to promote communication and cooperation between performing arts groups and societies in St Andrews.

4. Remit of Mermaids

4.1. Mermaids shall be responsible for the promotion of performing arts in St Andrews and the organisation of events in conjunction with this promotion.

4.1.1: Mermaids shall allow student groups with a performing arts remit to affiliate with it, and will provide support for their activities.

4.1.1.1: Blind Mirth

4.1.1.2: Just So (Musical Theatre)

4.1.1.3: Gilbert and Sullivan

4.1.1.4: Inklight

4.1.1.6: A Cappella Society

4.1.1.7: Comedy Society

4.1.1.8: Opera Society

4.1.1.9: Dance Society

4.2. Mermaids shall provide funding for events involving, or related to, performing arts in St Andrews. This shall be determined by financial, logistical and skills-based merit.

4.2.1. 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 should vote otherwise.

4.2.2. Logistical Merit shall be defined as Mermaids having the appropriate space, dates, potential actors and resources for the show.

4.2.3. Skills-based merit shall be defined as the potential for the event to provide opportunities for students to enhance their knowledge and skills base, regarding performing arts.

4.3. Mermaids shall coordinate the timings of student productions in St Andrews with the aim of avoiding unnecessary clashes.

4.4. Mermaids shall provide advice to societies or individuals wishing to produce performing arts events.

4.5. Mermaids shall control the fixed assets of drama in St Andrews in conjunction with the Association.

4.6. Mermaids shall, wherever possible, encourage the transfer of St Andrews productions to other venues outwith St Andrews.

4.7. Mermaids shall coordinate workshops for the enhancement of skills in acting, directing, movement, voice, makeup, technical capability, future careers in the performing arts and other relevant areas.

4.8. The Performing Art Officer shall receive one free ticket to all events funded or assisted by Mermaids. They should make all due effort to attend every show.

4.9. The committee shall receive two tickets, to be distributed to any other committee members at the discretion of the Box Office Manager. They shall not be allowed to write a review if they use these tickets.

5. Loans And Investments

5.1. All loans and investments will be entirely at the discretion of the Committee, within guidelines laid out by the Association and will be covered by the terms in the investment contract.

6. Annual General Meeting

6.1. The Annual General Meeting shall take place during Semester Two, after the Association elections.

- 6.2 There shall be 14 days notice of the AGM, and this shall be posted in a public forum.
- 6.3. The quorum for an AGM shall be twenty-five ordinary members.
- 6.4. The positions of Engagement Officer, Secretary, Set and Props Officer, Costumes Officer and Marketing Officer shall be elected at the Annual General Meeting.
- 6.5. The Director of Student Development & Activities, who shall be Returning Officer, will supervise the election. They shall accept proxy votes at their discretion.
- 6.6. Voting shall be by secret ballot, and the STV method.
- 6.7. All candidates must run against RON (Re-Open Nominations).
- 6.8. All matriculated students of the University, except those that have exercised their right under the 1994 Education Act not to be members of the Students' Association, shall have the right to vote.
- 6.9. Nominations for posts elected at the EGM may be made at the meeting, provided the candidate and his/her proposer and seconder are present.
- 6.10. Any nominations in absentia may be made prior to the meeting, up to 24 hours in advance. They may send in a statement to be read by a nominated person, or the Performing Arts Officer.

7. Interviewed Positions

- 7.1. The positions of Vice-President, Treasurer, Productions Coordinator, Fringe Representative, Technical Operations Manager, Box Office Manager and Ball Convener shall be filled by appointment after interview, which will take place before the Annual General Meeting.
- 7.2. The interview panel will comprise the incoming and outgoing Performing Arts Officers, the incoming and outgoing Directors of Student Development & Activities, the incoming

and outgoing Director of Events and Services and the incumbent of the position being interviewed.

7.3. If a member of the panel is reapplying for the same position under interview then he/she must resign from the panel.

If this situation arises, the remaining members may decide to invite other persons to join the panel.

8. Committee Vacancies

8.1. Committee posts that shall, from time to time, fall vacant for whatever reason shall be filled by co-option.

8.2. The chair shall act as returning officer.

8.3. Voting shall be by secret ballot, and the STV method.

8.4. In the event of a tie, the Chair of the meeting will hold the casting vote.

8.5. The Mermaids Committee may also call an Extraordinary General Meeting to fill vacancies at their discretion.

9. Fringe Representative

9.1. Should the position of Fringe Representative remain unfilled following the AGM and no person is forthcoming from those eligible to run from the student body from a subsequent reopening and every effort has been made to fill the position from a member outwith the committee, a current member of committee may run for the position, to be held in conjunction with their current position.

9.2. A member on the committee who holds one position AND the position of Fringe Representative is still only allowed one vote on committee.

10. Committee Decisions

10.1. Should a consensus be unobtainable at a Committee meeting, a roll-call vote should be taken. In the event of a tie, the Chair of the meeting will hold the casting vote.

11. Mermaids Bank Accounts

11.1. The Performing Arts Officer, Vice-President, Productions Treasurer, Management Accountant and General Manager of

the Union should all be signatories on each account held by Mermaids.

11.2. The Barron Manager shall be a signatory on the Barron account.

11.3. The Christmas Ball convenor shall be a signatory on the Events account.

11.4. The Fringe Representative should be a signatory on all accounts to be used by productions at the Edinburgh Festival Fringe.