



BRISTOL SU
the best student life

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Bristol University Operatic Society (BOPs)

1. NAME

- a. **The name of the Society shall be the Bristol University Operatic Society (BOPs).**
- b. **The Society shall be affiliated to the University of Bristol Students' Union.**

2. AIMS

- a. The society shall organize and promote operatic performances within the University.
- b. The society shall abide by the Union's Code of Conduct, and any other policies laid down by the Union's Board of Trustees.
- c. To engage in any other activity, particularly with relation to operatic or social activity, which the committee feels may advantage the members and wishes of the society, particularly with respect to engaging members of the local community.
- d. To engage society alumni to mentor and advise current members through the work of the society's Committee.

3. MEMBERSHIP

- a. Full membership is open to all full members of the Union by application to the society.
- b. Associate membership is open to all other persons who are associate members of the Union.
- c. Not less than two-thirds of the Society members shall be full members of the Union.
- d. The secretary shall keep a list of all members, differentiating between full and associate members. The secretary shall inform the Student Services Team of the membership of the Society each year.
- e. There shall be a subscription fee levied for membership, which shall be fixed at the discretion of the committee being no less than the minimum rate demanded by the Societies Network.

4. PRIVILEGES OF MEMBERSHIP

- a. Only members may sit on the committee.
- b. All categories of membership shall have equal rights of voting, attending meetings etc.
- c. Participation in BOPs productions (either as a member of the cast, orchestra, or production team) is reserved only for full or associate members of the society; although auditions are open to all.

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- d. Only members may vote at proposals and general meetings.

5. COMMITTEE

- a. There shall be a society committee which shall be the executive decision making body of the society.
- b. The President of the Committee shall be a full member of the Union.
- c. The Committee shall be responsible for the general and financial policy of the Society, subject to such rules as laid out in the Union's Constitution and Byelaws, and any rulings made by the Societies Network.
- d. Quoracy for committee meetings shall be set at 50% of the post filled positions plus one.
- e. All committee meetings must be minuted by the secretary (or other committee member if they are unavailable) and the minutes circulated to the committee before the next committee meeting.
- f. The committee is comprised of:
 - President – Responsible for determining policy, calling meetings and setting the agenda for those meetings. The President shall also have the deciding vote in the event of a split vote. It is the President's responsibility to ensure that all roles are carried out as per the constitution.
 - Vice-President – Responsible for aiding in determining policies and assisting the President in other day-to-day business. Also responsible for coordinating the bi-annual arias concerts.
 - Treasurer – Responsible for managing the finances of the society.
 - Secretary – Responsible for recording the minutes of all meetings and ensuring all members are accounted for in official society records.
 - Social Secretary – Up to two people may fill this role. Responsible for other non-show related activities, such as the sourcing of society merchandise; organisation of annual balls, formals and other social events; society excursions; overseeing the parenting scheme; being a friendly and welcoming face for new society members.
 - Communications Secretary – Responsible for setting up and maintaining a website and social media presence for the society. This involves being the primary marketing contact for all events bar the Main Show. The Communications Secretary will also be responsible for sending official mail unless specified otherwise.
 - Outreach and Opportunities Officer – Responsible for seeking and creating enrichment opportunities for society members, eg. workshops, talks, etc. The OOO is also responsible for organising schools' workshops and events in the wider community.
 - Equalities Officer

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- Non-Portfolio Officers – Up to three people may fill this role, as many as the outgoing committee see fit; the final decision rests with the outgoing society President. Responsible for aiding the other committee members in miscellaneous day-to-day tasks, or assisting/filling the other roles as and when needed.

- g. The current director, musical director and producer will be invited to attend select committee meetings during their time in these positions, as decided by the committee.

6. DIRECTORIAL TEAMS

- a. The directional teams will be voted for by the society members at a proposals meeting. Directional teams for the Main Show and BOpSFest slots will be decided at the proposals meeting after the AGM. The directional teams for the third term show (optional) will be decided in term 2 at a separate proposals meeting. Notice of these meetings shall be given to all members of the society via email at least fourteen days in advance.
- b. A team must consist of at least a producer, director and musical director. For all shows, they must present a budget and a presentation describing their show choice, idea for concept and a brief biography of the team, and a brief run-through of any challenging/concerning themes covered. Each proposal should last no more than ten minutes, and an additional ten minutes is permitted for questions from the society members.
- c. The President has the responsibility of providing all proposing production teams with the information needed to put together a proposal.
- d. Voting shall be by first past the post and shall be conducted by a show of hands, having asked the proposal team to leave the room. Voting options must include: the proposed show(s), abstain and re-open nominations.
- e. No member of a proposing production team may vote for their own slot during a proposals meeting (Main show/BOpSFest/Third term).

7. FINANCIAL

- a. The Treasurer of the society shall be a full member of the Union and not in their final year at the University. However, if given approval by the Bristol SU Societies Network a final year student may take the position.
- b. All financial arrangements must be made in accordance with current instructions to Society Treasurers, as set down by the Societies Network.
- c. The Bristol SU Union Affairs Officer, Sport and Student Development Officer and Director of Finance and Administration shall jointly be empowered to issue financial instructions on behalf of the society if:
 - (i) the society folds with outstanding financial affairs, or
 - (ii) change of mandate forms are not completed, and the previous

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Committee are out of reasonable contact, or
(iii) financial irregularities are found.

8. GENERAL MEETINGS

- a. There shall be an Annual General Meeting once per annum, and this shall be held after Easter and before the end of May.
- b. Notice of such meetings must be sent to the society's membership via email with at least fourteen days' notice. An agenda must be sent out with at least seven days' notice.
- c. Quorum of such meetings shall be set at the size of the committee plus a half. (1.5 x current committee)
- d. An Extraordinary General Meeting may be called by either the Committee or 5% of the membership of the Society by application to the Committee. An EGM shall be called as specified on the application, but at least 7 days' notice shall be given.

9. ELECTIONS

- a. Elections shall be held at the Annual General Meeting to elect officers of the committee for the following annual session. Officers can only be removed from their posts by an EGM or AGM.
- b. If committee positions are left unfilled after the AGM, then the Committee shall have the power to co-opt society members onto the committee to fill the vacant posts. However, co-opted committee members are not regarded as full committee members and can be removed by the committee at any time.
- c. Voting shall be by first past the post and shall be conducted by a blind show of hands, having asked the candidate to leave the AGM room. Voting options must include: the nominee(s), abstain and re-open nominations.
- d. Nominations for candidates for a committee role will be taken at the AGM and these must be seconded by another member of the society.
- e. In the event of a draw for votes, the outgoing President should cast the deciding vote.

10. AFFILIATIONS

- a. The society shall affiliate to external bodies only where membership of those bodies is essential to the fulfilment of the core aims, and only with the prior agreement of the Union's Societies Network.

11. CONSTITUTIONAL AMENDMENTS

- a. Any amendment to this constitution shall require a two-thirds majority of the members present at a properly constituted General Meeting.

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- b. All such amendments shall become valid only after approval by the Societies Network.

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