**The Student Workshop**

**Constitution**

GM 25th April 2016

The Student Workshop is a society for drama students led by a committee of elected students within the Drama department at Royal Holloway, University of London.

The address of the society is:

The Student Workshop

Department of Drama and Theatre

Royal Holloway, University of London

Egham, Surrey

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[thestudentworkshop@rhul.ac.uk](mailto:thestudentworkshop@rhul.ac.uk)

This constitution must remain accessible to members of the society at all times. The Student Workshop is not affiliated with the Royal Holloway Students Union with the exception of the Department Reps and Course Reps.

1. **The aims of The Student Workshop (not in hierarchical order)**

1.1. The overarching vision of The Student Workshop is to enrich and compliment the knowledge and skills taught by the degree through opportunities and outlets, striving to utilize all elements and members of the department.

1.1.2 To do this, we aim to provide students in the Drama Department with opportunities to participate in the creation and execution of high-quality productions.

1.1.3 To provide workshops, theatre trips and events to aid courses, build up students’ experience, personal development and hobbies/areas of interest.

1.1.4 To provide a forum for social interaction through social events and meetings aspiring to include all years of study and members of department, technical and administrative staff.

1.2. To be fair and democratic in the decisions it makes. This will often involve taking issues to a public vote at a General Meeting or, in some circumstances where other factors, for example, health and safety, have to be considered, decisions will be undertaken by the elected committee based on the principles of this constitution.

2. **The Committee**

2.1. A General Meeting will be held at least once a term. All members are encouraged to attend in order to voice their opinions on the matters arising.

2.2. The committee are responsible for the organisation of The Student Workshop, and liaise with the Production Manager, Head of Department and Theatre Planning Committee (TPC) in the organisation and co-ordination of productions and events.

2.3. The President attends termly TPC meetings chaired by the departmental Production Manager, oversees the facilitation of productions, manages the committee and chairs The Student Workshop meetings. They are the team leader of the committee. It is their responsibility to delegate to the other committee members and ensure all tasks are being completed quickly and efficiently.

2.3.1. In the case of an equality of votes in a Committee or General Meeting, the Chair shall have the casting vote.

2.4. The Secretary is responsible for the administration of the society. They take minutes at all committee meetings, emailing these to all Drama students via The Student Workshop e-mail account in the form of the Weekly Update. They are also responsible for compiling and distributing the bid packs 2 weeks before the termly Bid Meetings. In the absence of the President, the Secretary will chair committee meetings. The Secretary also acts as the Vice President of the society, taking on the responsibilities of the President should the President be unable to do so.

2.4.1. The Secretary is in charge of the email correspondence of the society, but will pass any pressing issues onto the president if such an issue were to arise.

2.5. The Treasurer is responsible for the management of society accounts. The Treasurer is responsible for making a termly report of the society accounts to the rest of the committee so everyone is aware of the society’s financial position. The Treasurers role also includes the collection of memberships (see section 4) and the overseeing of all money across productions (see section 7).

2.6. The Creative Learning Officer organises the educational and career based events for the members of the society, including workshops and talks with professionals and is responsible for researching and promoting events in London and the local area that may be of interest to drama students. They are also responsible for managing and maintaining the Creative Learning email account to facilitate as many professional theatre opportunities as possible. In addition, they should present these opportunities on the Student Workshop Website.

2.7. The Community Engagement Officer is responsible for organising appropriate events to create a relationship with the local community per term and may work closely with the Creative Learning Officer to create workshops combining education and the community.

2.7.1. The Community Engagement Officer is also responsible for liaising with production teams with regards to any community outreach ideas they may have throughout the production process.

2.8. The Publicity Officer is responsible for all publicity of the society, and liaises with the Publicity Officer on Production Teams to ensure that publicity deadlines are met. They are also responsible for the management of the society’s social media sites and website, ensuring they remain updated at all times.

2.8.1. The Publicity Officer is also responsible for arranging a meeting with production teams to discuss overall publicity concepts and check their appropriateness for the society.

2.9. The Social Events Co-ordinator is responsible for organizing social events and facilitating trips to theatrical events in order to foster community amongst the members of the society. The role also includes liaising with other performance based societies for larger events.

2.9.1. The Social Events Co-ordinator will act as the liaison for production teams when booking spaces for launch nights.

2.10. The Department Representative attends all Staff/Student Committee meetings on behalf of the committee and all The Student Workshop members. After each meeting they are responsible for compiling an account of the meeting and reporting back to the rest of the committee, and then pass on the information to the members. The Department Representative is also responsible for organising and overseeing the Buddy System.

2.10.1. In conjuction with their responsibilities, they are also tasked with the running of a Staff/Student sub committee made up of single and joint honours students from each year group.

2.10.2. The budget for Department Representative is £50 per term.

2.10.2.1 The Department Representative can apply to the committee for more money is necessary.

2.11. The Midnight at the Boilerhouse Co-ordinator is responsible for organising the termly Midnight at the Boilerhouse performances, with an elected sub-committee (detailed in section 10). In summer term this event can be held in association with the PLAY FESTIVAL or through another means.

2.12. The Production Liaison is responsible for overseeing the smooth running of the Student Workshop’s three productions each term. This role includes hosting termly bid meetings, passing feedback from the committee to the successful production teams, and from this point on ensuring that this feedback is implemented in collaboration with production teams, the department and the committee. The Production Liaison must attend the recalls and castings of each production and further act as the key point of contact for all other performance societies in the case of any clashes. Throughout term they must commit time to meeting with production teams to ensure department regulations are being adhered to, in specific reference to front of house and technical requirements.

2.13. The First Year Representative ensures the communication of The Student Workshop events to first years, and makes sure that the views of the first years are heard. They spend Autumn term shadowing all roles of committee and aiding members where needed, alongside specifically shadowing the Production Liaison to prepare to take on board the same role for the Spring Term First Year Rehearsal Room production. Whereby they oversee the smooth running of said production whilst remaining in close contact with The Student Workshop committee throughout.

2.14. All committee members must attend the weekly committee meetings or send their apologies to the President with a valid excuse at least 24 hours prior to the meeting. Continued absence from more than three committee meetings with unsatisfactory excuses allows the rest of the committee to enact a vote of no confidence, which must be unanimous.

2.14.1 The relevant member shall have the right to be heard by the Committee before a decision is made to terminate committee.

3. **Elections**

3.1. The Student Workshop members elect a committee at a General Meeting at the beginning of the third term of each year.

3.2. The positions that are elected are President, Secretary, Treasurer, Creative Learning Officer, Community Enagagement Officer, Social Events Co-ordinator, Publicity Officer, Department Representative, Midnight at the Boilerhouse coordinator, Production Liaison.

3.3. To run for a committee role, you must give a two-minute manifesto about why you deem you can fulfill the role, and what you will bring to The Student Workshop. Members running for President are allowed a further minute to deliver their manifesto. Candidates must then answer a question by the current committee member in the role they are running for, and any further questions from the floor.

3.3.1 If a third year student that will continue in the department to study an MA wishes to run for a committee position, they must have received their letter of acceptance/confirmation from the college to be able to run.

3.4. There will then be a closed ballot vote by all in attendance at the meeting. Students may abstain from the vote, or vote for R.O.N (Re-Open Nominations) if none of the candidates seem appropriate. . Votes are counted by the President and the Secretary.

3.4.1 If the President and/or Secretary are running for a position, then responsibility for counting votes goes down the committee as follows: Treasurer, Creative Learning Officer, Community Engagement Officer, Social Events Co-ordinator, Publicity Officer, Department Representative, Midnight at the Boilerhouse Co-ordinator, Production Liaison.

3.4.2 In the event of a tied vote, the two committee members counting the votes must decide. If they cannot agree, then the highest ranking position has the casting vote.

3.5. You must be a member of The Student Workshop to vote at the meeting.

3.6. There will be an thorough, one to one hand over between the current and newly elected committee members before the end of the summer term. The committees will then work together for the remainder of the term, and committee meetings will be co-chaired by the President and President-elect.

3.7. The committee elected in the Summer Term will plan and co-ordinate events and productions for the following Autumn, Spring and Summer Terms.

3.8. Should a committee member be elected and then choose to step down from their role, re-elections must be held within a week following all the constitutional guidelines detailed above.

3.9. Should a committee member consistently not fulfil their constitutional duties they may be asked to step down by a unanimous vote of no confidence from the rest of the committee. If this is the President, Secretary or Treasurer, an acting replacement must be elected by the committee. This would be followed by re-elections following all of the constitutional guidelines above.

3.9.1. The relevant member shall have the right to be heard by the Committee and The Student Workshop Staff Mentor before a decision is made to terminate their position on the committee.

3.10. The position of First Year Rep will be elected within the first month of Autumn term in the manner described above.

3.10.1. Only First Years can run for the role of First Year Representative.

3.10.2. The voting for the First Year Rep is extended to all members of the Student Workshop.

3.11. Only one person can be elected into each committee role.

3.12. The elections for first, second and third year Course Representatives are conducted at the beginning of Autumn Term (this is subject to previous representatives no longer wishing to continue their role), via the same process as First year Representative elections, in the first General Meeting of the new academic year. All students running for Course Representative are required to give a minute long speech. All members present at the General meeting then conduct a vote.

3.12.1. In the event of a tie for any Course position the deciding vote is given to the current Department Representative of the Student Workshop committee.

3.13. If no one for runs for any position then a maximum number of 3 re-elections have to be held within one month.

3.13.1 The positions of President, Secretary and Treasurer must be filled otherwise the society cannot run, the committee can select an acting President from the committee of the time.

3.13.2 If no one runs for any other positions then those positions become void for one year.

4. **Participation Fees**

4.1. Students may only be a member of The Student Workshop if they are a Drama student. This can be as single honours, joint honours, JYA, international, undergraduate or postgraduate student.

4.2. Participation Fee for undergraduate students costs £7 and is for all three years (or four in the case of International Theatre Australia and France students, Visiting students, or students who take a year abroad and continuing post-graduates).

4.2.1. Visiting students that reside within the department for one term are charged a Participation fee at a reduced price of £2.

4.2.1.1. In the event that said visiting student decides to extend their residency at the university they will be charged accordingly, depending on the length of their stay.

4.3. Participation for post-graduate students costs £4 for the duration of their course, unless they have previously paid student workshop Participation Fee.

4.4. Students may join The Student Workshop at any point during the academic year.

4.5. To be involved in The Student Workshop in a performative capacity you **must** have paid participation fee, and all members are bound by this constitution.

4.6. Every member has the right to vote at every General Meeting.

4.7. If a student involved in a production has not paid by first night of the performances, they will not be allowed to partake in the performance and will be blacklisted for the rest of the academic year.

4.7.1 If a member is blacklisted they will not be allowed to be involved in The Student Workshop in **any** capacity for the rest of the academic year.

4.8. The committee retains the right to refuse or terminate participation without prior warning in exceptional circumstances, such as if a member is found to be in violation of the constitution.

4.8.1 The relevant member shall have the right to be heard by the Committee before a decision is made to terminate participation.

4.9 Members are agreeing to The Student Workshop terms and conditions, and agree to abide by our constitution rule. Furthermore, each member is liable for any repercussions if you do not adhere to the constitution.

5. **Finance**

5.1 The funds of The Student Workshop are held in an account at HSBC, Egham.

5.2 The signatories are the Treasurer, Secretary and President.

5.3 The Student Workshop is a non-profit organisation meaning that any surplices will be re-invested into the society to further its aims and objectives.

5.4 No member shall receive payment for services to the society other than for expenses incurred from a budget set down by the Treasurer, for which the member will be refunded by cheque, online transfer or cash if under £5.

5.5 The Student Workshop’s financial year shall end at the end of the Summer Term, and an annual profit and loss account and balance sheet for each financial year shall be prepared and verified by the Treasurer and President.

5.6 A Termly report must be discussed and reviewed by the committee in the last week of each term.

5.7 Treasurer must ensure all cast and crew of Student Workshop productions are society participants.

6. **Productions within the Drama Department**

6.1. The department allow us to use their facilities, such as performance and rehearsal spaces, as well as technical facilities such as lighting, sound and audiovisual equipment along with the Digital Studio, Costume Workshop and Workshop. The technical team also provide us with support and assistance on our productions, and in return, ask that we adhere to certain rules and regulations as the spaces are licensed for public performance. A technical specification of all spaces is held adjacent to this constitution, and is also available on request from the Production Manager or President of the society.

6.2. When working on The Student Workshop productions, members must obey the rules and regulations of the Guide Lines for the use of Drama Department Space by The Student Workshop issued by the Production Manager and The Student Workshop Production Guidelines.

6.3. Up to three productions are put on each term, with the exception of summer term: the Rehearsal Room production, the CCT production and an original production.

6.3.1. The Rehearsal Room production will occur in a rehearsal room space, the CCT production will occur in the Caryl Churchill Theatre, and the original production has the opportunity to be bid for any performance space; however, this should be advised by the tech team.

6.3.2. The order of the season occurs as follows: the rehearsal room (Academic week 4/5), the main production (Academic week 7/8), and the original production (Academic week 9/10).

6.4. Dates for the performances are decided by the Theatre Production Committee, and these dates cannot be negotiated.

6.5. Anyone wishing to bid must have paid the Participation Fee.

6.6. Students who bid to stage a production in any Rehearsal Space in the drama department. These are **limited tech** spaces.

6.6.1. Second and third year students may only bid to stage a Rehearsal Room production in the Autumn Term, because the Spring Term Rehearsal Room production is for first years only.

6.7. Productions are chosen democratically, with an open vote by all Drama Students via email and ballot box (which is run by members of the committee, but not those involved in a bid in any capacity).

6.7.1 R.O.N. will be put up against all shows in case a show is strongly disapproved by the majority of voting students.

6.7.2 The President and the Production Liaison count the votes. If the President and/or Production liaison are involved in a bid in any capacity, then responsibility for counting votes goes down the committee as follows: Secretary, Treasurer, Creative Learning Officer, Community Outreach Officer, Social Events Co-ordinator, Publicity Officer, Department Representative, Midnight at the Boilerhouse Co-ordinator, First Year Representative.

6.8. In the event of an equality of votes, the decision shall pass to the committee who must make their decision with the best interests of The Student Workshop in mind.

6.8.1. If they cannot agree, then the casting vote goes to the Student Workshop Staff Mentor.

6.9. The Student Workshop committee has the right to veto a show if the rights are too expensive and therefore not financially feasible.

6.10. Please refer to the Production Guidelines and Departmental Production Guidelines for more information with regards to bidding.

6.11. You may not bid a production if you will not be able to acquire the rights for the performance dates. As Royal Holloway University falls within the 50-mile catchment area of the West End we will be unable to obtain the rights for a play currently being (or to be) performed in the West End. The Student Workshop are not willing to violate the terms of rights given to us for shows, nor will we perform a show without the rights as it could lead to the college being blacklisted by publishers.

6.11.1. The acquisition of the rights of the show are the respective production team responsibility, but the student workshop treasurer will work alongside with the director to help with administration.

6.12. A show may not be bid if The Student Workshop has staged it in the past three years.

6.13. Bid teams **must** have a Director, Producer and Stage Manager. You may not bid if you do not have these

6.14. A bid pack is required to bid a show. This consists of a: show title, space bidding for, production team, cast list, brief synopsis, budget, set plans. A mood board is also required which will be put in the Green Room consisting of: show title, cast list, brief synopsis, directors interpretation but no team members name.

6.14.1. The information given during the bids process must be followed through into performance. If a production team wants to change their performance in a way that does not reflect their bid, they must approach the committee and justify their reasons for change. (This refers to more stylistic changes than to practical issues, which should be negotiated with the Production Manager).

6.15. Bid packs will be made public, via email, and censored to remove any details of the team involved in the production.

6.16. When bidding a show for The Student Workshop, the bid team MUST have contacted the publishers directly to be absolutely sure that the play can be staged. Evidence of confirmation with the publishers must be shown at the Bids Meeting.

6.17. If rights are found to be unattainable for the winning bid, their show is cancelled and the bid with the second highest votes will take its place.

7. **Budgets**

7.1. The budget for the CCT Production is £200 plus £5 per cast member over 10.

7.2. The budget for the Rehearsal Room Production is £60.

7.3. The budget for the Original Production is between £50 and £100.

7.3.1. The production team of the original production must specify the amount for which they would like to apply, giving a specific breakdown of how this would be spent in the budget section of their bid pack.

7.4. Production teams may apply to the committee for an additional budget.

7.4.1 This must be requested in writing to the committee, giving an outline of proposed budget, reasons for this additional funding and what it will be spent on. The decision is made by the committee based on the merit of the application, and is not guaranteed.

7.5. The Student Workshop will pay for any rights and tech requirements for the productions, and provide teams with a budget.

7.6. To claim back money you have spent from your budget, production teams must provide the Treasurer with receipts for purchases along with a claims form, whereby the Treasurer will reimburse via bank transfer. Production teams must keep all receipts for items purchased for a production.

7.7. All fundraising, including launch nights, is added to the budget to make a complete profit.

7.8. The treasurer must supply ALL floats for launch night and ticket sales.

7.9. The producer must have at least one budget meetings with the Treasurer during the production process.

7.10. In the case of over-expenditure the producer will take ultimate responsibility and liaise with the Student Workshop Treasurer, as well as the show’s production liaison, in order assess the best course of action.

7.11. The committee will agree on an appropriate amount to put forward for the Alumni fund, based on the account records of the academic year.

8. **Ticket Prices**

8.1. Tickets prices for productions taking place in the Caryl Churchill Theatre will be as follows: £5 (Adults), £4 (Students) and £3.50 (Paying Participants).

8.2. Tickets prices for productions taking place in a rehearsal room will be as follows: £4 (Adults), £3 (Students) and £2.50 (Paying Particitipants)

8.3. Tickets for Midnight at the Boilerhouse and In the Spotlight events are £1.

8.3.1 Non-members will have to pay £2 for In the Spotlight events

8.4. Tickets for Midnight at the Boilerhouse and In The Spotlight events will be sold on the door.

8.5. The date, time, place and platform of ticket sales will be discussed between production teams and the committee.

8.5.1. Tickets must not be sold in any Student Union affiliated buildings.

8.6. Crew members cannot take up ticketed seats.

8.7. All reserved tickets must be released ten minutes before the production starts.

8.8. Production teams may apply to the committee for a change in ticket prices.

9. **Conditions of The Student Workshop Productions**.

9.1. Production teams must hold fair and open auditions within the Drama Department.

9.2. Neutral members of the Committee will be appointed to be present at the production auditions to ensure fairness.

9.3. The Production Liaison must be present for both recall and casting processes in order to facilitate any clashes that may occur with other shows within the society, or with an external societies. They will act as a liaison to promote respect, safety and amicable relations throughout the rehearsal period.

9.3.1 First Year Rep will be the liaison for Spring Term Rehearsal Room Production aided by the Production Liaison.

9.4. Members of the production team and any members of the bids team may not audition for the production.

9.4.1. In the case of the original production, members of the cast may be members of the production.

9.5. Student Union notice boards can be used to advertise outside the Drama Department upon discussion with the Publicity Officer who will liaise with the Students Union communication officer. If this right is not granted, any member must not place posters on Student Union notice boards.

9.6. Non-Drama students are not allowed to be involved in a production unless in exceptional circumstances, whereby the Director and Stage Manager must apply to the committee, the Production Manager and Head of Department in writing, outlining why it would be necessary to use a non-Drama student. Please note that this is not out of any discrimination, it is due to the technical equipment within the performance space that requires full Health and Safety and technical training, which is provided by the department in the first year of undergraduate study.

9.7. Production teams must adhere to and consider the Health and Safety requirements, as well as technical requirements as outlined by the technical department.

9.8. The conditions of rights issued for a play must be adhered to, by law.

9.9. Production teams will provide The Student Workshop committee with a full cast and crew list no later than one week before the show in order to authorise membership.

9.10. Production teams are responsible for acquiring all props, set, costume etc, and organising their crew, get in team and production meetings.

9.11. Production teams are responsible for obtaining scripts for cast and crew.

9.12. Production teams are responsible for booking audition and rehearsal space.

9.13. If any explicit content is to be included within a production that any of the membership or societies audiences might be adverse to, the director must meet with the committee beforehand to discuss its inclusion in any capacity (whether live on stage or recorded in a film/projection). This must at least be done two weeks before the opening night. The decision made by the committee must have the best interests of the society, its members and also its audiences in mind. The decision made by the committee is final.

9.14. The Director and one other production team member (preferably the Stage Manager or Producer) will attend committee meetings when deemed appropriate by the President, to ensure things are running smoothly.

10. **Midnight at the Boilerhouse**

10.1. This is an event whereby students are encouraged to showcase new writing and own original work. Midnight at the Boilerhouse was created to provide a platform for the performance of students’ own work to their peers, provide constructive audience feedback for those participants that would like it, provide an opportunity for students to act in a university drama space and to promote new writing on campus.

10.2. Midnight at the Boilerhouse is co-ordinated by the Midnight at the Boilerhouse Co-ordinator, who will, with the past Midnight at the Boilerhouse Co-ordinator (or with Sub-committee member where appropriate), publicize appoint a sub-committee in the summer term at a meeting with students who wish to fill the roles.

10.3. The sub-committee roles are Publicity Officer, Technical Supervisor Show Supervisor and Devised Work Director:

10.3.1 Show Supervisor, whose role is to liaise with the Technical Supervisor, Stage Manage the event and ensure the smooth running of the performance.

10.3.2 Publicity Officer, whose role is to publicise the event and promote Midnight at the Boilerhouse.

10.3.3 Technical Supervisor, whose role is to assist with setting up and running all technical aspects of the show.

10.3.4 Devised Work Director, whose role is to prepare a ten-minute devised slot for each Midnight at the Boilerhouse event.

10.4. Midnight at the Boilerhouse does not accept already published pieces owing to licensing and copyright. New writing and works in progress are encouraged to be performed.

10.5. The programme for Midnight at the Boilerhouse is decided by the Midnight at the Boilerhouse Co- ordinator and sub-committee. The writer/director of the pieces to be performed must take full responsibility in organising the performance.

10.5.1 Should the sub-committee fail to come to a final decision, the Co-ordinator has the casting vote.

10.5.2 Midnight at the Boilerhouse must hold open and fair auditions in the same way as the other Student Workshop productions. The auditions are managed by the Midnight at the Boilerhouse Co-ordinator. All Midnight at the Boilerhouse directors must attend these auditions and arrange the casting of their pieces amongst themselves. All actors wishing to partake in Midnight at the Boilerhouse **must** attend these auditions and all pieces must be **entirely** cast from these auditions. If a second round of auditions is required, then they can be managed by the Midnight at the Boilerhouse Co-ordinator. Only after at least two rounds of auditions have occurred may the director appoint roles- this is not the responsibility of the Midnight at the Boilerhouse Co-orinator.

10.6. Because Midnight at the Boilerhouse aims to showcase six or more acts in one evening, complex technical support is not available. A general uncoloured wash will be provided, with some potential for blackouts and scene changes. A stereo is available for CD sound, which must be provided and operated by the performers. Basic furniture, including moveable black screens, tables, chairs, whiteboard and sticks from the Boilerhouse will be available for use.

10.7. Following Departmental rules, undergraduate students may not rehearse in the Boilerhouse.

10.8. All pieces will be allocated a time slot to rehearse in the Boilerhouse on the afternoon of the performance.

10.9. All students involved in Midnight at the Boilerhouse **must** help with the get-in and get-out for the performance, which occurs a few hours before the performance. This involves covering the dance floor, and returning it to the original set up after the performance, and must bring the appropriate footwear.

10.10. Midnight at the Boilerhouse is able to apply to the committee for funds if relevant.

10.11. Tickets for Midnight at the Boilerhouse are £1 and are sold on the door on a first come, first served basis.

10.12. Please refer to the Midnight at the Boilerhouse Guidelines for further information.

10.13. One 15 minute slot per show will be open to any English student currently completing a joint-honor degree with the Creative Writing Department.

10.13.1 Direction can be open to Creative Writing students but actors must be members of the Student Workshop.

10.14. Direction can be opened up to non-Student Workshop members only when there are no members available to direct.

10.15 Outside of each terms midnight at the boilerhouse, the midnight at the boilerhouse co-ordinator has the power to organise additional new writing showcases as well as workshops in connection with the creative learning officer.

10.16 Any student taking a playwriting course within the department, but is not a registered drama student, may submit their own work.

11. **Workshops**

11.1. The Student Workshop committee will organise workshops to be held in the Drama Department with external theatre professionals, and, on occasion, by lecturers from the Department.

11.2. The Student Workshop committee will ensure a diverse a range of workshops as possible, and may organise them in conjunction with specific courses. If any member has any requests or contacts for workshops, they may give these to the committee.

11.3. Wherever possible, the committee will keep these costs to a minimum, and costs of workshops are often subsidised by the treasury. Ticket prices for professional workshops will vary and depend on the cost of the company or professional artist, whereby The Student Workshop only aims to break even.

11.4. Information about workshops will be displayed in the Green Room and on social media in advance of the event.

11.5. Students will be required to pay for their place on the workshop, cost vary according to workshop.

11.6. Failure to attend this without advance notice to a member of the committee will result in your place being offered to someone else.

11.6.1. Refunds will only be given when a valid reason is given at least 24 hours before the workshop. If you are unable to give 48 hours notice, it is your responsibility to fill your space in the workshop.

**12. Community Engagement Projects**

12.1 The Community Engagement Officer is responsible for organising projects and events within the community.

12.2 To be involved in a Community Engagement Project in any capacity you **must** be a paying participant, and all members are bound by this constitution.

12.3 The budget for the Community Engagement Officer is £100 per year.

12.3.1 The Community Engagement Officer can apply to the committee for more money if necessary.

13. **Socials**

13.1. The Student Workshop will organise at least 2 socials per term, which can include inter-society socials.

13.1.1. All students of Royal Holloway are welcome to these events (including non-Drama students).

13.2. The Student Workshop may also arrange trips to see productions off campus, in the local area or West End. Details of such events will be displayed on notice boards and sent out via email in advance. 13.3. Welcome socials and end of term socials have a budget of £50, Mid-term socials and all joint socials have a budget of £35.

13.3.1 The Social Events Co-ordinator is able to apply for more money from the committee if necessary.