

ANU Musical Theatre Company - Constitution

Rules of operation for members of the unincorporated association

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9th November 2009: **basis for initial formation**

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ANU Interhall Productions (ABN #81 145 361 174)

ANU Musical Theatre Company – Constitution

1. Name

1.1. The official name of the Society to which this Constitution applies is “ANU Musical Theatre Company”

2. Interpretation

2.1. In this Constitution, unless the contrary intention appears:

- **ANUSA** means the Australian National University Students’ Association;
- **Executive** means the Executive Committee of the Society;
- **Council** means the ANUSA Clubs Council
- **Meeting** means a General Meeting, Special General Meeting or Annual General Meeting of the Society;
- **Member** means any member of the Society;
- **PARSA** means the Australian National University Postgraduate and Research Students’ Association Inc.;
- **Production** means a piece of student theatre that has been managed and developed by the Executive or an Executive appointed production team
- **Society** means the Society or Society named in Section 1 above;
- **Student** means any student of the University who retains membership of either ANUSA or PARSA;
- **Teaching period** means each of the four normal academic terms as set by the University.
- **University** means the Australian National University.

3. Aims and Objectives

3.1. The principal aim and objective of the Society is to manage and develop amateur student musical theatre at the University in order to promote presentation of the arts of the theatre, through campus-wide and non- competitive participation in drama, musical theatre, dance and other theatrical arts in all their expressions, forms and media.

4. Affiliation

4.1. The Society is affiliated to the Clubs Council of the ANU Students' Association and anything in this Constitution which is inconsistent with the ANU Students' Association Clubs Regulations and Policies is null and void to the extent of that inconsistency.

4.2. The Society must fulfil its obligations under the Association’s Clubs Regulations.

4.3. The Society can be dissolved by decision of the current membership at a general meeting, when the club ceases to operate due to no members being elected to the executive/trustee positions, or the club ceasing to function through natural attrition.

4.4. In the case of the Society being dissolved, any excess assets, property, funds or money remaining after all debts and liabilities are paid shall not be given to members but shall be given or transferred to the ANU Students' Association.

4.5. The assets and income of the Society shall be used only for the promotion of the Club/Society's objectives and no portion may be paid or transferred directly or indirectly to members of the club/society except as:

- i. bona-fide remuneration for services rendered by the members to the Club/Society,
- ii. repayment of expenses incurred on behalf of the Society,
- iii. interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the Society's bankers for money lent to the Society, and
- iv. bona-fide rent for premises let to the Society

4.3. The Society may, at its discretion, become a member or affiliate of any other corporation, body or society.

5. Membership

5.1. Full membership is open to all ordinary members of ANUSA and all ordinary members of PARSAs who have paid the relevant subscription fee of the Society.

5.2. Membership is also open to non-student alumni of ANU, at the discretion of the Executive Committee, who have paid the relevant subscription fee.

5.3. The subscription fee for full membership is set by the Executive, including a fee of \$0, but may not be greater than \$20 for members of ANUSA or PARSAs, unless the Society applies for an exemption from the Council.

5.4. Membership is valid for the year in which the subscription fee is paid until the 1st of February the following year.

5.5. Only members (under s5.1 or s5.2) are eligible to vote in General Meetings.

5.6. Persons must be a member of the society (under either s5.1 or s 5.2) in order to be appointed as a member of the Production Team or offered a role as part of the talent (cast or orchestra). Temporary volunteer assistants (such as Front of House staff) and professional contractors are not subject to this requirement.

5.7. A roll recording the name, student number and membership number of all Society members is to be held and kept up to date by the Executive

6. The Executive

6.1. The Executive consists of 7 members:

- the President; and
- the Vice-President; and
- the Treasurer; and
- the Secretary; and
- the Marketing Officer; and
- the Membership and Events Coordinator; and
- the General Member.

6.2. Members of the Executive must be members of the Society

6.3. The Executive is to be elected at each Annual General Meeting of the Society by a vote involving the members

6.4. In the event of a dispute between Executive members, or between the Executive and the members of the Club, the President has a duty to make it known to the parties to the dispute that an appeal can be brought to the Council for any decision made by the Club's Executive team.

6.5. The term of members of the Executive shall be from the date of their election until the following Annual General Meeting of the Society, unless the member resigns their position or ceases to be a member of the Society.

6.6. The roles and responsibilities of each member of the Executive must be agreed by resolution of a quorate Executive meeting held as soon as possible after the appointment of a new Executive. A suggested framework for these responsibilities is provided as Appendix A to this Constitution.

6.7. A meeting of the Executive is to be held at least once during each teaching period of the academic year, when and where the Executive sees fit.

6.8. The quorum for a meeting of the Executive is four members of the current Executive.

6.9. Members of the Executive who, after being given reasonable notice, fail to attend three or more scheduled meetings of the Executive may be removed from the Executive by majority vote of the Executive.

6.10. The Executive has the power to fill any vacancy in the Executive of the Society that may occur between Annual General Meetings.

6.11. The Executive has the power to conduct all the affairs of the Society subject to the provisions of this Constitution and the Council.

6.12. Individual members of the Executive are bound by a resolution of a quorate Executive meeting to the extent that the resolution directly relates to their activities as a member of the Executive of the Society. Resolutions of the Executive require a simple majority vote of the members present at a quorate Executive meeting. The President shall have a deliberative vote.

6.13. The Executive shall appoint a minute-keeper who shall keep proper and accurate minutes of all resolutions of the Executive. The contents of these minutes shall be approved at the subsequent meeting of the Executive and are thereafter to be made available to any member who requests them.

7. Productions

Appointment & choice of work

7.1. The Executive shall be responsible for appointing a Production Team who will be responsible for planning and carrying out productions & works (in such terms of office as the Executive stipulates)

7.2. To eliminate doubt, members of the Production Team do not automatically become members of the Executive, however members of the Executive are eligible to apply to become members of the Production Team.

7.2.1. The President cannot be a member of the Production Team.

7.2.2. The Treasurer cannot be the sole producer of the production.

7.3. The choice of works shall be made by the Executive with reference to the aims and objectives of the Society. In making such choice, the Executive should consult and seek advice from the outgoing Executive that precedes them.

7.4. The method by which works shall be chosen for performance shall be any method which the Executive deems appropriate, which may or may not include: an informed resolution by the Executive (which may or may not include canvassing the preferences and opinions of members of the Society); a publicly circulated request for Directors to present applications with a work of their choosing.

7.5. Members of the Production Team may only be removed by resolution of the Executive or by their resignation.

Responsibilities

7.6. The Production Director may appoint other members to assist the Production Team in carrying out their duties.

7.7. The Production Team must present a budget to the Executive, prior to any expenses being incurred. During the course of the Production, any proposed adjustment from this budget must immediately be brought to the attention of the Executive who will decide whether to authorise the adjustment.

Casting

7.8. The Production Team shall operate a casting process that is fair and transparent. Auditions should be conducted in a manner that does not unfairly discriminate, other than with regard to factors essential to the production/work. The Executive shall be entitled to observe all auditions in order to ensure that this requirement is met, but not to actively participate in the casting process.

7.9. In the event that the Production Team is unable to cast a suitable person for a role in the production/work using an audition process, the Production Team may apply to the Executive to appoint an alternate person to the cast (such as a non-member or a person who did not take part in the audition process).

7.10. The Production Team will present a proposed final casting to the Executive, prior to any auditionees being offered roles. If, in the opinion of the Executive, any person in the cast is not eligible for any class of membership, the Executive may require the Production Team to alter their casting.

Procurement

7.11. Society procurement requirements are dependent on the value of the goods and services being sought.

7.12. A procurement must not be divided or split into separate parts to avoid a procurement threshold.

7.13. The Society should avoid perceived and/or real conflicts of interest. Particular attention should be given to this policy if the Society is considering purchasing goods and/or services from suppliers who have a personal relationship with any of the Executive or members involved in the procurement process.

7.14. The below thresholds will be adhered to by the Production Team

7.14.1 Minor Procurement Threshold Requirements (less than \$1,000 in value)

- A. No quotation is required; and
- B. Purchasing individuals are expected to use their knowledge of the available market to secure value for money.

7.14.2 Medium Scale Procurement Threshold Requirements (\$1,000 to \$4,999 in value)

- A. A minimum of two written quotations are required;
- B. Quotations must be sighted by at least two trustee members prior to authorisation of expenditure; and
- C. Purchasing individuals are expected to use their knowledge of the available market to secure value for money.

7.14.3 Large Scale Procurement Threshold Requirements (\$5,000 to \$19,999 in value)

- A. A minimum of three written quotations are required;
- B. Quotations must be sighted by at least two members of the Executive prior to authorisation of expenditure; and
- C. Purchasing individuals are expected to use their knowledge of the available market to secure value for money.

7.14.4 Major Procurement Threshold Requirements (\$20,000 or greater in value)

- A. A minimum of one written quotation is required;
- B. The Executive will manage the procurement exercise;
- C. Proposed expenditure must be evaluated by the Executive by:
 - a. assessing compliance with the constitutional aims of the Society
 - b. assessing the technical viability of the proposed solution;
 - c. assessing the capability of the proposed supplier to provide the goods or services, including technical and management competence and financial resources;
 - d. taking account of the benefits and costs involved on a whole of life basis with a focus on value for money over cheapest price; and
 - e. identify the solution that represents best available value for money in line with this policy.

8. Liability

8.1. No action, suit or proceeding shall be brought or maintained against any member of the Executive or any person who has been a member of the Executive in respect of any act or action done or taken or omitted to be or taken by the Executive under this constitution in the bona fide exercise of powers conferred or reasonably believed by the said member to have been conferred by this constitution.

8.2. To remove doubt, where a person elects to become a member of the Society and actively participates in the activities of the Society (such as by being a member of the Production team or talent), such person demonstrates intention to create legal relations with all other members of the Society and accepts joint and several liability with respect to activities undertaken by any representative of the Executive in the bona fide exercise of powers conferred by this constitution.

9. Powers

9.1. At the discretion of the Executive, the Society may:

- 9.1.1. Accept any gift (whether by will or inter vivos);
- 9.1.2. Borrow funds for any object of the Society;
- 9.1.3. Accept on loan any equipment or property;
- 9.1.4. Lend or make available any equipment or property of the Society;
- 9.1.5. Sell, exchange or dispose of property for which the Society has no current or imminent use;
- 9.1.6. Invest funds into any appropriate investments;

9.2. The assets and income of the Society shall be used only for the promotion of its objectives and no portion may be paid or transferred directly or indirectly to members except as:

- a. bona-fide remuneration for services rendered by the members to the Society;
- b. repayment of expenses incurred on behalf of the Society;
- c. interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the society's bankers for money lent to the society; and
- d. bona-fide rent for premises let to the Society.

9.3. The Trustees of the Club are the President, Treasurer, and Secretary.

9.4. The Trustees have a legal duty to ensure that the Society's funds are being used in the best interests of the Society, which is to be viewed from the perspective of the Society as an independent entity, and not from the perspective of members.

10. General Meetings

10.1. An Annual General Meeting of the Society is to held at least once each year, no later than the first Sunday of the Semester Two examination period.

10.1.1. The agenda of the Annual General Meeting must include; elections of members of the Executive of the Society, an Annual Report, statements of income and expenditure, and a current balance sheet are to be presented by the outgoing Executive.

10.2. The quorum for a General Meeting is 10 members or, if the event that current membership of the Society is less than 10 members, 80% of the current membership.

10.3. Except as set out in s12.2 of this Constitution, decisions of a General Meeting are by a simple majority of members present in person who cast a vote.

10.4. The Society President must, where possible, Chair, or appoint another Executive member to Chair, a General Meeting. Where this is not done, those full members present must elect a Society member to Chair.

10.5. The Chair is to conduct the General Meeting in accordance with the Standing Orders Regulations of the Society (Appendix B).

10.6. The Chair has a deliberative and casting vote (that is, a second vote).

10.7 Any resolution of a quorate General Meeting binds all members of the Executive to the extent that the resolution directly relates to their activities as a member of the Executive of the Society.

10.8. The Chair shall appoint a minute keeper to all general meetings. A copy of minutes will be circulated amongst the membership following the general meeting.

11. Patrons

11.1. Patrons may be appointed by resolution at a general meeting of the Society in recognition of distinguished contribution to the Society.

11.2. Patrons are entitled to one complimentary ticket to each subsequent production from their appointment. Patrons hold an honorary role and being a Patron does not grant such person any form of membership of the Society.

11.3. Past Presidents of the Society automatically become Patrons of the Society and are not subject to the requirements of s11.1 unless their resignation from the role of President is by expulsion (under s6.9 or resolution of a general meeting).

11.4. A current list of Patrons of the Society is to be included as Appendix C to this Constitution and updated from time to time as the Executive determines.

12. Interpretation and Amendment

12.1. If a dispute arises as to the interpretation of this Constitution, or a dispute arises for which there is no provision made in this Constitution, the matter must be referred to the Executive, whose decision is final.

12.2. This Constitution may be amended by a resolution carried by a two-thirds majority of members present and voting at a General Meeting of the Society

12.3. Notice of proposed amendments must be circulated to members at least 5 days prior to the General Meeting.

13. Dissolution

13.1. The Society can be dissolved by:

13.1.1. unanimous decision of those present at a quorate general meeting, or

13.1.2. when the Society ceases to operate due to no members being elected to the Executive/trustee positions, or

13.1.3. the Society ceasing to function through natural attrition.

13.2. In the case of the Club being dissolved, any excess assets, property, funds or money remaining after all debts and liabilities are paid shall not be given to members but shall be given or transferred to ANUSA.

14. Non-Profit

14.1. The assets and income of the Society shall be used only for the promotion of the Society's objectives and no portion may be paid or transferred directly or indirectly to members of the Society except as:

14.1.1. bona-fide remuneration for services rendered by the members to the Society,

14.1.2. repayment of expenses incurred on behalf of the Society,

14.1.3. interest at a rate not exceeding interest at the rate for the time being which is or would be charged by the Society's bankers for money lent to the Society, and

14.1.4. bona-fide rent for premises let to the Society.

APPENDIX A – ROLES & RESPONSIBILITIES

Proposed Framework for Roles & Responsibilities of the Executive

President

The President is the principal leader of the society and has overall responsibility for the society's administration. The President sets the overall annual Executive agenda (consistent with the views of members), helps the Executive prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

Being the President of ANU Interhall Productions is an opportunity to contribute to the overall development of the production company. The President helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. The committee is a friendly, dedicated team who welcomes new members.

The President is elected by the members and responsible for representing the views of ANU Interhall Productions.

Tasks

The President should:

- Manage Executive meetings.
- Manage the annual general meeting.
- Act as a facilitator for ANU Musical Theatre Company activities
- The President shall ensure that all business of the Society is carried out in accordance with the ANU Musical Theatre Company constitution.
- Assist the Executive in the development of annual plans for the production company.
- Assist the Executive in the creation, renewal and approval of new policies or by-laws for good governance where needed.
- Ensure policies and by-laws are upheld and reviewed/updated annually.
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.
- Must not be a member of the production crew.

Knowledge and Skills Required

Ideally a President is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is well informed of all production company activities.
- Is aware of the future directions and plans of ANU Musical Theatre Company.

- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is positive and enthusiastic.
- Be a member of ANU Musical Theatre Company and abide by its policies.
- Knowledge of the production company operations, rules and policies.

Vice President

The Vice President is elected by the ANU Musical Theatre Company members and responsible for representing the views of ANU Musical Theatre Company.

Tasks

The Vice President should:

- In the absence of the President, the Vice President, at his or her discretion, may act as chairperson of any production company meeting.
- The Vice President shall act as the President's deputy and shall assist the President in his or her duties at all times.
- In the absence of the President, the Vice-President will act on behalf of the President. Thus it is the requirement of the Vice-President to be familiar with all club duties of the President in order to prepare for a term in office.
- Manage the Production Team(s), including financial and logistical oversight. The Vice-President should have regular communication with the Production Team(s), and ensure timelines and goals are met.
- Assist the Executive in the development of annual plans.
- Assist the Executive in the creation, renewal and approval of new policies for good governance where needed.

Knowledge and Skills Required

Ideally a Vice President is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is well informed of all organisation activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is positive and enthusiastic.
- Be a member of ANU Musical Theatre Company and abide by its policies.
- Knowledge of the production company's operations, rules and policies.
- Access to internet, email, web, MS Word, MS Excel or equivalent/compatible

Secretary

The secretary is the principal administrator for ANU Musical Theatre Company. This is a pivotal role in which the secretary carries out or delegates all of the administrative duties that enable the production company and its members to function effectively.

Being the Secretary of ANU Musical Theatre Company is an opportunity to contribute to the overall development of the production company. The Executive is a friendly, dedicated team who welcomes new members.

The Secretary is elected by the members and responsible for representing the views of ANU Musical Theatre Company. The secretary is responsible to the President and Vice President.

Tasks

The Secretary should:

- Be the first point of contact for all enquiries.
- Organise the annual general meeting and Executive meetings.
- Take and distribute minutes of all meetings.
- Keep records.
- Liaise with members, post holders and external agencies.

Knowledge and Skills Required

Ideally the Secretary is someone who:

- Is the nerve-centre of the production company administration, not merely a typist and writer of agenda and minutes.
- Is a mine of information about the work of all aspects of ANU Musical Theatre Company, the secretary will know what all post holders are doing to ensure that the club and its members are united in their work.
- Is the principal administrator, and is vital to the successful management of ANU Musical Theatre Company.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is positive and enthusiastic.
- Be a member of ANU Musical Theatre Company and abide by its policies.
- Knowledge of the production company operations, rules and policies.
- Deals with incoming and outgoing correspondence promptly.

Treasurer

The treasurer ensures that a financial management and reporting system is put in place and operable so that the Executive and Production Team have an accurate understanding of the financial status of ANU Musical Theatre Company at all times. Being the Treasurer of ANU Musical Theatre Company is an opportunity to contribute to the overall development of the production company. The committee is a friendly, dedicated team who welcomes new members.

Tasks

The Treasurer should:

- Prepare budget, in consultation with the committee to reflect income and expenditure of the club for presentation at the first meeting of the year.
- Ensure all Executive members and production committee members do not exceed authority ceilings for financial expenditure without reference to the Executive.
- Attend to general banking activities.
- Maintain accurate records of income and expenditure.
- Report to the Executive on a monthly basis.
- Present all accounts for payment to the president for approval.
- Arrange invoices for periodical payments.
- Organise collection of funds from various events for banking.
- Oversee and seek reports of all other accounts held by sections of ANU Musical Theatre Company.
- Ensure all taxation commitments are met.
- Ensure the finances are appropriately audited.
- Report activities of the portfolio to the membership at the AGM.
- Be one of several signatories .
- Monitor sponsorship funds.
- Attend Executive meetings.
- Liaise with Executive regarding financial payment system.
- Must not be the sole producer of the production.

Knowledge and Skills Required

Ideally the Treasurer is someone who:

- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to allocate regular time periods to maintain the books.

- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
- Is positive and enthusiastic.
- Be a member of ANU Musical Theatre Company and abide by its policies.
- Knowledge of the production company operations, rules and policies.
- Deals with incoming and outgoing correspondence promptly.
- Financial accounting experience.
- Negotiating skills.
- Computer skills.

General Member

The general committee member provides support to the Executive to ensure the efficient operation of ANU Musical Theatre Company. Being the General Committee Member of ANU Musical Theatre Company is an opportunity to contribute to the overall development of the production company. The committee is a friendly, dedicated team who welcomes new members. The General Committee Member is elected by the members and responsible for representing the views of ANU Musical Theatre Company.

Tasks

The General Member should ideally:

- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President or Executive.
- Attend Executive meetings.
- Participate in discussion and decision making of the committee.

Knowledge and Skills Required

Ideally the General Member is someone who:

- Is a dedicated ANU Musical Theatre Company member.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Outgoing personality.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Good report writing skills.

Marketing Officer

The Marketing Officer is responsible for ensuring the Society consistently communicates with its membership and the broader ANU community. The Marketing Officer will be required to manage the social media accounts of the Society, and develop strategies to communicate the Society's happenings, including any events, documentation (e.g. minutes), auditions or other opportunities. The Marketing Officer will work closely with the Production Team(s) to design marketing plans.

Tasks

The Marketing Officer should ideally:

- Manage the social media accounts of the Society, including Facebook and Instagram.
- Design and distribute graphics to promote the Society's happenings.
- Distribute minutes to membership.
- Participate in discussion and decision making of the committee.
- Attend Executive meetings.

Knowledge and Skills Required

Ideally the Marketing Officer is someone who:

- Experience managing social media.
- Enthusiastic and well organised.
- Ability to multi-task.
- Ability to allocate regular time periods to maintain marketing presence.
- Knowledge of the production company operations, rules and policies.
- Design and editing skills.
- Photography skills.
- Willing to learn new skills if necessary.

Membership and Events Coordinator

The Membership and Events Coordinator is responsible for conducting events for members of the Society for publicity and inter-societal cohesion. The Membership and Events Coordinator will work closely with the Marketing officer and Executive team to coordinate events in line with the Society's goals and visions.

Tasks

The Membership and Event Coordinator should ideally:

- Organise regular social events to engage with the Society's membership.
- Organise skill workshops, including but not limited to workshops for singing, dance and acting.
- Work with other similar groups on and off campus to organise events.
- Implement strategies to maintaining membership.

Knowledge and Skills Required

Ideally the Membership and Events Coordinator is someone who:

- Is a dedicated member of ANU Musical Theatre Society.
- Effective communicator, including the ability to reach out and maintain relationships with third party event coordinators.
- Experience with event logistics.
- Prioritises event inclusivity and safety.
- Be able to work to a budget.
- Creative and thinks outside the box.
- Willingness to learn and adopt new skills.

APPENDIX B – STANDING ORDERS OF THE SOCIETY

These standing orders shall apply to the operation of all general meetings of the Society.

- 1) The chair shall facilitate the meeting in line with the proposed agenda, allowing appropriate discussion by members on all agenda items.
- 2) When the chair considers that adequate discussion has taken place on a certain topic, he/she shall call for a motion to be tabled and a proposer and seconder to such motion.
- 3) The chair shall allow the proposer of a motion to sum up the motion and he/she shall be the last speak about the motion prior to a vote being taken.
- 4) Any member may propose amendments to the motion, in which case such amendments must have a proposer and seconder. If such amendments are acceptable to the original motion's proposer and seconder, then the amended motion will become substantive.
- 5) If not, the amended motion will be voted on first, followed by a vote on the original tabled motion.
- 6) Simple majorities are necessary for all motions except as otherwise stipulated in the Constitution of ANU Musical Theatre Company.
- 7) Procedural motions shall require a proposer only and shall be put to immediate discussion and voting.
- 8) The chair shall accept all points of order immediately. No person shall raise more than two points of order at any meeting, except at the discretion of the chair.
- 9) The chair shall accept all points of information only when they feel able to allow the business to be interrupted.

APPENDIX C – LIST OF PATRONS OF THE SOCIETY

Jarrold Hulme-Jones	(Founding President, 2011)
Casey White	(President, Nov. 2011 – May 2013)
Ben Greenwood	(President, May 2013 – July 2014)
James Tighe	(President, July 2014 – Oct. 2015)
Owen Horton	(Lighting Director, 2011-2015)
Nicholas Gillies	(President, 2015-2016)
D'arcy Pierce	(Secretary, 2015-2016)
Giordano Borzuola	(President, 2017)
Katrina Tang	(Musical Director, 2016-2017)