



CONSTITUTION OF THE IRISH SOCIETY OF PERFORMANCE DESIGNERS

Amended 18.12.2018

Amended 19.02.2022

Amended 16.06.2022

Amended 04.11.2024

Irish Society of Performance Designers (ISPD) Constitution

Article 1

Name of the Society

The name of the Society shall be

Irish Society of Performance Designers [ISPD]

Article 2

Aims of the Society

2.1 The Society is a professional organisation run by designers for the benefit of designers. It is created to advantage stage and screen designers through the celebration, dissemination and advocacy of their work.

2.2 The Society aims to expand and deepen the understanding of the role and potential of the designer within their profession, the larger national and international creative network and in the wider social and educational context.

2.3 The Society acts as a hub for the sharing of information and communication between professional designer members and into the national and international network of creative arts, design media and performance practices.

2.4 The Society aims to be the first point of communication in Ireland for the International Scenographic community and shall be affiliated to the Design and Crafts Council of Ireland.

2.5 The Society may periodically affiliate with other organisations as appropriate.

Article 3

Membership

3.1 The Society welcomes practitioners whose work is entirely or in part concerned with design and craft for film, television, theatre, opera, dance, event and entertainment design or other performance design media and practices. Members may also be students studying an aligned area, recent graduates and retired practitioners.

3.2 Any *eligible* person shall become a member of the Society on payment to the Society of the appropriate membership fee, the amount of which shall be determined annually by the committee of the Society.

3.3 The Society defines eligibility as practitioners, retired practitioners, graduates and students working / studying within the boundaries of stage or screen design.

3.4 Applications for membership shall be subject to approval of the Society and the conditions it lays down as the standards. Membership will take effect when membership fees are paid.

3.5 The Society recognises three categories of membership:

1. Professional
2. Student / Graduate
3. Associate

3.6 Membership fees will be set by the committee at the AGM. Current annual fees are €50 for Professional and Associate Membership and €20 for Student/Graduate Membership.

3.7 Membership fees will cover a term 1st January - 31st December. Members can join throughout the year.

3.8 **Professional Members** shall have worked on a minimum of 2 (two) professionally paid stage or screen productions. The Designer's engagement will be deemed professional if they are paid for their services be it in the commercial, publicly funded or amateur sector. Professional Members will submit, within their application, their CV with 2-3 professional productions, a programme from a production with credit, and/or an invoice which shows that they have been paid for their work.

Professional Membership includes all definitions of Designer recognised by the Society including, lighting, sound, AV, costume, props, model-making, production photography, and designer makers (scenic painters, costume makers, prop and model makers, etc.). Professional Membership is based on experience (2-3 paid productions). A third level qualification is not a prerequisite.

Student/Graduate Members shall be a student or graduate of any third level design course be it at Post Leaving Certificate, Diploma, Degree, Masters, Doctorate or any other recognised third level study. Student/Graduate members are eligible to apply for Professional Membership when they have achieved 2-3 professional productions.

Associate Members shall be any individual who is interested in an affiliation with the Society and who is interested in supporting the Society.

Article 4

The Committee

4.1 A Committee shall conduct the business of the Society.

4.2 The Committee of the Society shall be elected every four years at the Annual General Meeting immediately after the Prague Quadrennial Exhibition, or, if necessary, at an any other AGM or Extraordinary General Meeting.

4.3 The Committee shall consist of a minimum of 8 and a maximum of 12 members. Professional Members are eligible to serve on the Committee. There will be one representative drawn from Student/Graduate Membership. Associate Members may not sit on the Committee of the Society.

The Society aims to achieve a balance of gender, diversity and discipline on the Committee, as well as all-island representation.

The Committee of the Society will include the following officers:

- Chair
- Vice Chair

Secretary
Treasurer
Education Officer
Membership Officer
Communications Officer
Events Officer
Welfare Officer
Funding/Applications Officer
PQ Officer

4.4 Chair

Shall have overall responsibility for the affairs of the Society. They shall chair all meetings of the Society, save where decided otherwise by the Committee or where otherwise provided for in this constitution.

4.5 Vice Chair

Shall assume the duties of the Chair should they are absent or unable to fulfil their duties.

4.6 Secretary

Shall keep the non-financial records of the Society, including minutes of all meetings, manage the correspondence of the Society and submit the end of year Report.

4.7 Treasurer

Shall manage the financial affairs of the Society. They will maintain the financial records of the Society. They will prepare and present to the Society the end of year accounts and the Treasurer's Report for the Society.

4.8 Education Officer

Shall be a point of contact for student and graduate members of the Society. They will liaise with educational institutions within the field of stage and screen design and promote the training initiatives of the Society.

4.9 Membership Officer

Shall keep and update the official membership list and lead the development of the Society's membership.

4.10 General Committee Members

Shall take on duties and responsibilities as deemed necessary by the Committee, which may include, but are not limited to communications and publicity; publications; exhibitions, fundraising and representation for specific areas of practice.

4.11 Committee Meetings

4.11.1 Meetings of the Committee shall ordinarily be held every 6 weeks, or monthly in preparation for key events and at busy times. All members of the Committee shall be entitled to attend and vote at such meetings.

4.11.2 The quorum for a meeting of the Committee shall be 4 (four) Committee members. A member may participate in a Committee meeting via Skype, Zoom, MS Teams or via other remote platforms.

4.11.3 Meetings of the Committee shall be convened by the Chair.

4.12 Term of Office of the Committee

The committee shall hold office for 4 (four) years. The Committee will be elected at the first Annual General Meeting which takes after the Prague Quadrennial Exhibition. The current Committee Term is 2020-2024 to include PQ23.

4.13 Individual members of the Committee are encouraged to commit to the Committee for at least one Committee Term and can serve up to 2 (two) terms, a maximum of 8 (eight) years. Individual members can step down from the Committee at any time if their circumstances change.

4.11.4 Subcommittees

Subcommittees of the society will be set up to support the Committee from time to time. Subcommittees can include Strategic Planning, Prague Quadrennial, Governance, Finance or any other Subcommittee which will benefit the Society. Subcommittees will include at least one representative of the Committee of the Society and may include non-Committee members.

Article 5

General Meetings

5.1 Annual General Meeting (AGM)

5.1.1 The Annual General Meeting of the Society shall take place and it shall be called to: consider the annual report of the work of the Society; receive the accounts for the previous year; receive nominations for election of officers, if applicable; elect officers if it is an election year or if outgoing officers need to be replaced; newly elected officers shall assume their positions at the close of AGM; report to the membership on the activities of the Society attend to any business placed before it.

5.2 Extraordinary General Meetings (EGM)

5.2.1 An Extraordinary General Meeting of the Society may be convened to:

- (i) Hold an election to fill a vacancy on the committee, should one arise;
- (ii) Consider a proposal to amend this constitution or any other governing instrument of the Society;
- (iii) Address any other circumstance not provided for in this constitution.

5.2.2. An Extraordinary General Meeting shall be convened:

- (i) By majority decision of the committee; or
- (ii) On foot of a submission to the committee of the Society of a petition signed by not less than 10 (ten) members of the Society.

5.2.3 No less than 7 (seven) days' notice of an Extraordinary General Meeting shall be given. The date and time of the EGM shall be notified to all members.

Article 6

Election of the Committee

6.1 The Committee of the Society shall be elected at the Annual General Meeting every four years.

6.2 The Chair shall act as returning officer for the elections. Where the Chair intends to be a candidate in any election, a returning officer, who is not a candidate in any election, shall be appointed by the Committee.

6.3 Only Professional and Student/Graduate members of the Society shall be eligible for election to the Committee.

- 6.4 Candidates for each position on the Committee of the Society must be proposed and seconded by members of the Society at the AGM.
- 6.5 All members of the Society shall be entitled to vote in the election of the Committee.
- 6.6 The election of members of the Committee shall take place by at the AGM and by secret ballot when appropriate. Where the votes obtained by any candidate exceed the votes obtained by any other candidate for that position, he/she shall be deemed elected to that position.
- 6.7 Membership of the committee shall normally be for a maximum of 4 (four) consecutive years.
- 6.8 The Committee shall have the power at any time and from time to time, to co-opt a person to be a committee member to fill a casual vacancy arising in the number of elected committee members or as an addition to the existing committee members but so that the total number of committee members shall not at any time exceed the number fixed in accordance with these articles. Any committee member so appointed shall hold office only until the next annual general meeting and shall be eligible for election thereat.

Article 7

Resignations from the Committee

- 7.1 The resignation of any member of the Committee shall be instituted by a letter of resignation to the Secretary of the Society. In the case of the resignation of the Secretary, resignation may be instituted by a letter of resignation to the Chair.
- 7.2 The office of committee member shall be vacated if the member:
- a) is adjudicated bankrupt or, being a bankrupt, has not obtained a certificate of discharge in the relevant jurisdiction; or
 - b) a declaration of restriction is made in relation to the committee member and the Committee, at any time during the currency of the declaration, resolves that their office be vacated; or
 - c) the committee member resigns their office by notice in writing to the Company; or
 - d) the health of the committee member is such that, in the opinion of their fellow-committee members, they are no longer able to fulfil the duties of a committee member; or
 - e) is directly or indirectly interested in any contract with the Company and fails to declare the nature of this interest as required by the Society's Conflict of Interest Policy; or
 - f) the committee member is sentenced to a term of imprisonment (including a term that is suspended) following conviction of an indictable offence; or
 - g) the committee member is absent from Committee meetings held during a period of more than 6 months, without the permission of the other committee members; or
 - h) the committee member fails to adhere to the Safe to Create's Code of Conduct.

Article 8

Management of Finance

- 8.1 The finances of the Society shall be managed by the Chair and Treasurer.
- 8.2 No member of the Committee of the Society shall receive remuneration from the Society, or use their office for personal gain. A director may however be remunerated for other services rendered to the Society provided the conditions of the Society's Conflicts of Interest Policy are fulfilled; that is to say that an agreement to provide services shall be in writing; that the sum or sums of money payable shall not exceed what is

reasonable and proportionate having regard to the services provided; and that all of the remaining Committee Members are satisfied that the agreement is in the best interests of the Society.

8.3 The Society may engage and pay for professional services in support of the Society and in support of the functions governed by the Committee of the Society. Such services may include communications, promotion of events, financial services and any other professional services which benefit the Society and its activities.

Article 9

Amendments to the Constitution

9.1 Amendments to this Constitution may be proposed at an Annual General Meeting or an Extraordinary General Meeting of the Society.

9.2 Such amendments to this Constitution may be approved by a majority vote of its membership at an Annual General Meeting or an Extraordinary General Meeting of the Society.

Article 10

Dissolution of the Society

10.1 The Society may be dissolved by a two-thirds majority vote of its membership at an Annual General Meeting or an Extraordinary General Meeting of the Society.

The Society was founded on 03/11/2016 at Irish Theatre Institute, 17 Eustace Street, Temple Bar, Dublin 2

Amended and ratified on 18/12/2018 at Irish Theatre Institute, 17 Eustace Street, Temple Bar, Dublin 2

Amended and ratified at the AGM on 19/02/2022 at The Lir, National Academy of Dramatic Art, Trinity Technology and Enterprise Campus. Pearse Street (at Grand Canal Quay), Dublin 2, Ireland, D02 HW24.

Change of name from Irish Society of Stage and Screen Designers (ISSSD) to Irish Society of Performance Designers (ISPD) agreed after the AGM on 19/02/2022.

Name change ratified at an EGM on 16/06/2022 on Zoom.

Amended and ratified at an EGM on 01/08/2024 on Zoom.