

## CONSTITUTION AND RULES March 2016

### **1. Title**

The Society shall be called "Manor Players of Tewkesbury", and within this constitution shall be referred to as the Society.

### **2. Aims and Objectives**

The object of the Society is:

\_ to educate the public in the dramatic and operatic arts;  
\_ to further the development of public appreciation and taste in these arts;  
\_ to assist such charitable institutions and purposes as the Management Committee shall from time to time determine and with these objectives the Society, through the management committee, shall have the following powers:

- a) To promote plays, drama, comedies, operas, operettas and other dramatic and operatic works of educative value;
- b) To purchase, acquire and obtain interests in the copyright of, or the right to perform or show any dramatic, light musical or operatic works;
- c) To purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings and scenery and all other necessary effects;
- d) To raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription, donation and otherwise, provided that the Society shall not undertake any permanent trading activities in raising funds;
- e) To do all such things as shall further the objectives of the Society.

### **3. Constitution**

The Society shall consist of acting and non-acting members, and may also include as Life Members those who have rendered special services to the Society.

### **4. Management**

The Society shall be managed by a Management Committee consisting of the following Officers, namely; Chairman, Vice-Chairman, Treasurer and Secretary. Committee members to number five to seven additional four officers. The Committee may recommend the election of a President which can only be endorsed at the first Annual General Meeting following such recommendation.

### **5. Eligibility for Membership**

Membership shall be open to all those having an interest with the objectives of the Society and who wish to actively promote the society and to pay the weekly subscription and annual subscription as designated in the rules. Members of 16 years of age and over only are eligible to vote in society matters.

### **6. Application for Membership**

- a) Application for acting and non-acting membership shall be made in writing, signed by the applicant, to the Membership Secretary, together with the annual subscription.
- b) Before being accepted all candidates for membership shall satisfy the Committee as to their historic and/or musical ability.

### **7. Expulsion of Members**

- a) Any member of the Society who in the opinion of the Management Committee and with confirmation of Extraordinary General Meeting of the Society shall be guilty by his/her actions of misusing the privileges of the Society or of otherwise bringing the Society into contempt or disrepute may be expelled from the Society.

b) The Management Committee may, by a unanimous vote, remove from the list of members the name of any member who has persistently neglected the work undertaken by the Society and the name of any member whose conduct they consider likely to endanger the welfare of the Society.

### **9. Annual Subscriptions**

The annual subscriptions to the Society shall be as agreed at the Annual General Meeting.

### **10. Weekly Subscriptions**

a) The weekly subscription to the Society shall be as agreed at the Annual General Meeting.

b) The Treasurer shall be notified of non-attendance greater than two weeks when weekly subscriptions may be waived at the discretion of the Committee. Any member actively involved in a production shall pay weekly subscriptions automatically for the duration of the show's rehearsals.

c) Members who undertake a position on a production team (e.g. Director, Choreographer etc) should not pay weekly subscriptions throughout the duration of that production.

### **11. Payment of Weekly and Annual Subscriptions**

Weekly subscriptions shall be paid to the Treasurer or his/her appointed representative. Annual subscriptions shall become due and paid at the beginning of each financial year i.e. September, and not later than one month following this date. All new members accepted by the Society by way of winning an audition for any particular part shall pay their annual subscriptions prior to the commencement of rehearsals.

### **12. Life Members**

Life members may be elected on the nomination and recommendation of the Management Committee only, with agreement of members at an Annual General Meeting. Life members to pay weekly subscription but NOT annual membership. The President is exempt from annual and/or weekly subscriptions.

### **13. Finance**

a) The funds of the Society shall be applied solely to the stated objects of the Society.

b) No member of the Society shall receive payment directly or indirectly for the services of the Society or for other than legitimate expenses incurred by their work.

### **14. Financial Year**

The financial year of the Society shall commence on 1st August and an annual profit and loss account and balance sheet shall be prepared ready for presentation at the AGM in each year.

### **15. Cessation of Membership**

Membership shall cease if the annual subscription has not been paid.

### **16. Non Payment of Membership**

The Management Committee shall have the power by ordinary resolution to suspend any member whose subscription remains unpaid within one month of the annual subscription renewal date and will remove all privileges of membership until his/her subscription is paid. No member may take part in a major production whilst his/her membership fee remains unpaid.

### **17. Annual General Meeting**

The Annual General Meeting of the Society shall be held in the month of September when reports from the Management Committee and the accounts for the past year, duly audited, shall be presented by the Officers and other members of the Committee.

### **18. Extra-Ordinary General Meeting**

An Extra-Ordinary General Meeting of the Society may be called at any time at the discretion of the Management Committee and shall be called within 21 days after the Secretary has received a requisition in writing, signed by at least 12 members. Every requisition shall specify the business for which the meeting is to be convened and no other business shall be transacted at such a meeting.

### **19. Quorum at General Meeting**

No business other than the formal adjournment of the Meeting shall be transacted at any General Meeting unless a quorum is present and this quorum must consist of no less than 4 persons present and entitled to vote.

### **20. Resolution at General Meeting**

Unless otherwise provided by these Rules, all resolutions brought forward at a General Meeting shall be decided by a majority of votes properly recorded and in the case of votes being recorded equal then the Chairman shall have a second or casting vote.

### **21. Retirement of Officers and Committee**

The Committee (including the Officers) shall retire annually but shall be eligible for re-election. The names of candidates for these positions shall be sent or handed at least 14 days before the Annual General Meeting. If more names are proposed than the number required to fill the vacancies and sufficient names are not withdrawn at or before such Meeting, the election shall be by ballot. If all the before-mentioned positions shall not be filled at such Meeting, or any casual vacancy occur then this shall be filled by the remaining members of the Committee. In the event the Meeting fails to appoint a Secretary, such duties shall be shared between the remaining members.

### **22. Notices of Annual General Meeting**

Due notice must be given, available to all members, of the date of the Annual General Meeting. Printed statements of the accounts should be available to each member present at the Annual General Meeting.

### **23. Appointment of Sub-Committee**

The Committee shall have the power to appoint Sub-Committees, to delegate to such Sub-Committees all or any of its powers which will continue until the conclusion of a production or project. This includes the Production Committee for each show.

### **24. Selection of Cast**

a) The cast for any production shall be selected by the Director, the Musical Director and Choreographer and a Sub-Committee of two independent people from theatrical backgrounds with the necessary powers to mediate in any casting differences between the Director and Musical Director. (If a Choreographer is not required then a third independent person shall be appointed to sit on the panel). These independent people will be agreed with the Management Committee. A member of the Management Committee will also be a member of the panel.

b) The Management Committee shall have the power to revise the cast from time to time if any acting member to whom a character has been assigned shall, in its opinion, prove unsuitable for the part.

### **25. Obligation of Acting Members**

Acting members shall to be best of their ability, play the parts assigned to them, whether principle or chorus and obey the directions given to them at all rehearsals and performances.

## **26. Control of Rehearsals**

The Musical Director shall conduct all music rehearsals, unless he/she personally delegates to a Chorus Master/Mistress. The Director shall conduct all script rehearsals and the Stage Manager shall conduct all stage rehearsals.

## **27. Attendance at Rehearsals and Performances**

a) A record of the attendance of Members at rehearsals and performances shall be kept by the Membership Secretary and the Committee shall have the power to prohibit any member whose attendance at rehearsals has been irregular, from taking part in the performance. Members absenting themselves from three consecutive rehearsals without prior agreement with the Director may, at the discretion of the Committee, be deemed to have resigned their parts.

b) No person shall be allowed backstage during the performance of a show unless they are a paid-up member of the Society or who have been designated as persons giving assistance in agreement with either the Director or the Stage Manager.

c) No person (other than the cast) shall be allowed on stage during scene changes or intervals unless they are fully rehearsed and approved members of the backstage crew. It shall be the responsibility of the Stage Manager to enforce such a Rule.

## **28. Selection of Works**

The Management Committee shall select the works to be from time to time produced by the Society.

## **29. Production Money**

All monies due from members in connection with the production and performance of any work, shall be accounted for and paid to the Treasurer within 21 days after the conclusion of the last performance.

## **30. Production Account**

Within two months after the final performance of any work produced by the Society, the Management Committee shall prepare a full statement of receipts and expenses of each production and the same shall be open for inspection of members on request.

## **31. Recovery of Money Due to the Society**

All monies owing to the Society, including the Entrance Fees and Subscriptions, shall be recoverable by Law in the name of the Society.

## **32. Meetings of the Management Committee**

The first meeting of the Committee shall be called by the Secretary and shall be held within 28 days of the Annual General Meeting. All subsequent meetings of the Committee shall be called by the Secretary in accordance with any resolution to that effect passed by the Committee and the Secretary. Four shall form a quorum. Regular attendance at Management Committee Meetings are required and any member who misses more than three consecutive meetings will be dismissed from the Management Committee and a replacement for their position will be sought. In exceptional circumstances and with agreement of the Chairman this can be waived e.g. in case of illness.

## **33. Committee's Power**

a) The Committee shall have the power to decide any questions arising out of these Rules and all other matters connected with the Society (other than and except those which can only be dealt with by the Society in General Meetings) and make and maintain and publish all necessary orders, regulations and bye-laws in relation to these.

b) The Chairman shall have the power to deal with any emergency when unable to call a meeting to satisfy the quorum requirements. Their decision shall be endorsed at the first Committee meeting after such emergency.

**34. Dissolution of the Society**

The Society shall only be dissolved by the resolution passed by a majority of at least five-sixths of the members present and voting at a Special General Meeting called for the purpose of considering such a resolution. In the event of dissolution, any balance of cash remaining in hand after realisation of assets and payment of debts shall not be distributed among members of the Society, but shall be applied for such charitable purposes similar to those of the Society or be paid, distributed or transferred to a charitable institution or institutions having objectives similar to the objectives of the Society. The Management Committee will determine which charity with the final consent from members.

**36. Alteration to the Rules**

a) No alteration to these Rules shall be made except at a General Meeting of all the Society's Members which must be carried by a majority of at least two thirds of the votes recorded at that meeting. If a member wishes a rule change to be considered then they must submit this in writing to the Secretary who then will notify the Chairman to call a General Meeting for all members within 14 days.

b) No alteration may be made to Rule 2 without the approval of the Charity Commissioners for England and Wales or other authority having charitable jurisdiction from time to time.