



**OXTED MUSICAL THEATRE COMPANY**

**RULES OF THE SOCIETY**

**Last Updated 23 Jan 2020**

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### 1. TITLE

The name of the Society shall be Oxted Musical Theatre Company.

### 2. AIMS

The aim of the Society shall be the study and performance of operatic and musical productions of all kinds.

The Society shall not primarily be conducted for profit, but any profits which are made shall be reused for the benefit of the Society.

### 3. MANAGEMENT

The Society shall consist of a President, Vice Presidents, Patrons, Honorary Life Members and Members (Full and Student).

The Society shall be managed by an Executive Committee, elected at the Annual General Meeting, consisting of the following:

- Chairman, elected annually
- Treasurer, elected annually
- Secretary, elected annually
- Between Three and Six Members or Vice Presidents of the Society, all of whom shall be elected annually

In the event that elected Officer or Committee member is unable to fulfil his/her duties or resigns, the Executive Committee shall nominate a replacement from amongst their membership until the next AGM. If a suitable replacement is not available from the remaining Committee members, another member of the Society may be seconded into the role.

Four of the above shall constitute a quorum and the Chairman shall have a vote. The Chairman may also exercise a casting vote in the event of equal division.

The Executive Committee may also hold other posts in the interest of the Society.

### 4. OTHER SECRETARIES AND ASSISTANTS

At their discretion, the Executive Committee may appoint additional secretaries and assistants. This may include:

- Membership Secretary
- Production Secretaries
- Properties Manager
- Publicity Manager
- Social Committee
- Ticket Secretary
- Wardrobe Manager
- Welfare Secretary

Other secretaries and assistants may also be appointed by the Executive Committee as it deems necessary.

## **5. PRESIDENT**

The office of President is purely honorary and is bestowed by the Executive Committee as it deems necessary. It carries no rights or privileges.

## **6. MEMBERSHIP**

The Society shall consist of Members (Full and Student), Vice Presidents, Patrons, a President (as deemed appropriate – see paragraph five above), and include as honorary Life Members such other persons as shall have rendered special services to the society.

### **6.1 Vice President**

Individuals may become Vice Presidents upon annual donation of a sum not less than that determined by the Annual General Meeting. Vice Presidents will receive a newsletter, are entitled to vote at meetings and perform in productions. They are also entitled to priority booking rights for tickets (with a restriction of 6 tickets per Vice President for the Saturday evening performance).

### **6.2 Patrons**

Patrons are those who wish to be kept informed about the Society through its newsletter but take no other part in its activities.

Individuals may become Patrons upon annual donation of a sum not less than that determined by the Annual General Meeting. Patrons will receive a newsletter and may vote at meetings, but are not entitled to perform in productions. Should they wish to do so, their membership must be upgraded either to that of a Full Member or Vice President, as they wish, by payment of the difference in subscription.

They have priority booking rights for tickets (restricted to 4 tickets per Patron for the Saturday evening performance).

### **6.3 Honorary Life Members**

The status of Honorary Life Member is given by the Executive Committee and awarded at an Annual General Meeting. Honorary Life Members are individuals who have rendered a special service to the Society. They have the same status and rights as Vice Presidents but do not have to pay any membership fee.

### **6.4 Full Members**

Individuals may become Full Members upon payment of a subscription as determined by the Annual General Meeting. They will receive a newsletter, may vote at meetings and may perform in productions.

Full members do not have priority booking rights for tickets, even if performing in or assisting with a production.

### **6.5 Student Members**

Individuals up to and including the age of 21 that are in full time education at the beginning of the Society's financial year (1st January) may become Student Members upon payment of a subscription as determined by the Annual General Meeting. Student members have the same rights as full members except student members under the age of 16, who are not entitled to vote.

## 6.6 Summary of Membership Rights

Category	May perform in productions	May vote at meetings	Priority booking for tickets
Vice Presidents	✓	✓	✓
Patrons		✓	✓
Honorary Life Members	✓	✓	✓
Full Members	✓	✓	
Student Members (16 to 21)	✓	✓	
StudentMembers (Up to16)	✓		

## 6.7 Payment of Subscriptions

All Members must pay the current annual subscription or at least the minimum donation, whichever applies, at the appropriate rate.

From time to time the level of subscriptions and donations will be revised by the Executive Committee and must be ratified by the Annual General Meeting to take effect the following year (ie a revision approved at the AGM in February will take effect for the financial year commencing the following January.)

All subscriptions and donations become due for renewal on 1st January each year, and must be paid to the Membership Secretary no later than the last day of February of the same year.

Individuals who join the Society as either Full or Student Members after 1st July shall pay 50% of the relevant current annual subscription for the remainder of that financial year.

Should membership fees or donations not be paid by the last day of February the membership will be deemed to have lapsed.

## 6.8 Gift Aid

All new members that are UK tax payers should be asked to Gift Aid their subscription and complete the necessary paperwork to allow the Society to maximize its income from its charitable status.

## 6.9 Joining Fee

To audition for any production either a joining fee of £10 must be paid (£5 for junior members) or membership renewal must have been paid within the prescribed timeframe. The joining fee does not give the individual the right to perform, membership at the appropriate level must be paid to be able to perform in any production. The joining fee does not apply to Patrons or Life Members. The joining fee is only payable once if membership of the society is maintained.

## 7. ANNUAL GENERAL MEETINGS

### 7.1 Timing and Business Transacted

The Annual General Meeting of the society shall be held within 2 months of the end of its Financial Year, which runs from 1st January to 31st December.

At least 28 days notice of the AGM shall be given to all Members, Vice Presidents and Patrons.

At the AGM the following business must be transacted:

- The minutes of the previous year's AGM shall be reviewed and agreed, and any matters arising shall be discussed
- The accounts for the previous Financial Year, fully audited, must be presented
- The Treasurer and Chairman shall make reports
- The Executive Committee and Auditor for the coming year shall be elected

## **7.2 Quorum**

A quorum at the AGM shall be a minimum of 20 persons. If less than 20 persons are present, then the only business to be transacted shall be an adjournment and the meeting must be rearranged.

## **7.3 Agenda and Resolutions**

Items to be included on the Agenda for the AGM must be sent to the Secretary at least fourteen days prior to the date of the meeting.

All resolutions brought before the AGM shall be decided by a majority of those present at the meeting. In the case of a tie, the Chairman has a casting vote.

## **7.4 Nominations for the Executive Committee**

The Chairman, Treasurer, Secretary and the Executive Committee members shall retire annually but be eligible for re-election if so nominated.

Nominations must reach the Secretary at least fourteen days prior to the date of the AGM and bear the signature of both the proposer and nominee. Nominations are not valid if they do not bear both signatures. Individuals may NOT nominate themselves for office.

## **7.5 Election**

Election shall be by secret ballot unless nominations are unopposed, in which case election may be by a show of hands. All those in membership categories entitled to vote must have paid their subscriptions before casting their vote.

## **7.6 Voting by Proxy**

If a Member who is entitled to vote cannot be present at the meeting but still wishes to cast their vote, they may do so by proxy. Their written instructions must be sent to the Secretary by the commencement of the meeting.

# **8. EXTRAORDINARY GENERAL MEETINGS**

## **8.1 Timing**

An EGM may be called at any time upon written request signed by at least nine voting Members, or at the discretion of the Executive Committee. Each such request for an EGM must specify why the meeting is to be called and that business only shall be transacted at the meeting.

An EGM must be held within 28 days of the request for such a meeting being made and at least 14 days notification must be given to all Vice Presidents, Patrons and Members.

## **8.2 Quorum at an EGM**

A quorum at an EGM shall be a minimum of 50% of the voting membership. If less than 50% of the voting membership are present then the only business to be transacted shall be an adjournment and the meeting must be rearranged.

## **8.3 Resolutions**

All resolutions brought before an EGM shall be decided by a majority of those present at the meeting and entitled to vote, including any proxy votes received within the prescribed timeframe in that majority. In the case of a tie, the Chairman has a casting vote.

## **8.4 Voting by Proxy**

If a Member who is entitled to vote cannot be present at the meeting but still wishes to cast their vote, they may do so by proxy. Their written instructions must be sent to the Secretary by the commencement of the meeting.

# **9. PRODUCTIONS**

## **9.1 Payment of Production Teams**

None of the Executive Officers (i.e. Chairman, Hon Treasurer & Hon Secretary) should be paid any remuneration for providing services to the Society or for performing in any of the Society's productions. They will, however, be reimbursed for reasonable expenses incurred on behalf of the Society with the prior consent of the Executive Committee and upon presentation of suitable receipts evidencing this expenditure.

## **9.2 Production Sub Committee**

Each production shall have its own sub committee consisting of at least four but ideally five people being:

- Director / Producer
- Musical Director
- Choreographer
- One member of the Executive Committee
- Production Secretary (or a second member of the Executive Committee)

If they themselves have auditioned for any role, no member of the production sub-committee may be party to any casting decisions until the casting for the role(s) they have auditioned for have been finalized, in so far as the decision relates to them.

### **9.3 Casting**

The full company for a production shall be auditioned in closed session.

The decisions on casting shall be discussed and made by the Production Sub Committee and must be ratified by the Executive Committee prior to announcement to auditionees and the membership.

Revisions to the cast requested by the Production Sub Committee must be ratified by the Executive Committee.

However the Executive Committee or its appointed Production Sub-Committee shall have the power to revise the cast in consultation with the Show Director, if any acting member to whom a character has been assigned shall, in its opinion prove unsuitable for the part.

### **9.4 Difficulties with Casting**

Every attempt should be made to cast productions from within the current, paid membership of the Society at the first auditions.

However, on occasion this may not be possible due to the nature of the role or type of individual required. In those circumstances, the Executive Committee shall have the discretion to audition individuals from outside the current membership to take those roles, or may authorize late auditions.

Individuals auditioned in this way will not be required to pay a Membership Subscription but must pay an Acting Fee.

### **9.5 Acting Fees**

Acting Fees are due from all Members or Vice Presidents appearing in productions in addition to their Annual Subscription / Donation, prior to opening night. A separate Acting Fee will be due for each production an individual appears in.

The level of Acting Fees is decided by the Executive Committee on a production by production basis.

### **9.6 Attendance and behaviour at Rehearsals**

A register shall be kept of attendance by cast members at rehearsal.

Cast members that are persistently absent without adequate explanation or reason, or that are persistently late or leave early without adequate explanation or reason may be asked to leave the production by the Production Sub Committee, with the approval of the Executive Committee. Notice of planned absences (e.g. holidays) must be given at the time of the auditions.

Acting Members shall to the best of their ability play the parts assigned to them and obey the directions given at all rehearsals and performances.

### **9.7 Expulsion of cast members**

A member of cast thought to be acting in a way detrimental to the production either through their attendance record, behaviour at or outside rehearsals or for any other reason, may be asked to leave the production by the Production Sub Committee, with the approval of the Executive Committee.

## **10. EXPULSION OF MEMBERS FROM THE SOCIETY**

The Executive Committee may vote to remove from the list of members the name of any member who has persistently neglected the work undertaken by the Society or whose conduct it considers likely to

endanger the welfare or damage the reputation of the Society. The individual shall be advised of their proposed expulsion in writing and shall have the right to be heard by the Executive Committee accompanied by a friend, if they so choose, before a final decision is made. The individual must notify the Chairman of their wish to appeal within fourteen days of being informed of the Executive Committee's decision.

#### 11. SELECTION OF PRODUCTIONS

Members may from time to time be asked to suggest possible works for production. Final responsibility for choice of productions rests with the Executive Committee.

#### 12. MEETINGS OF THE EXECUTIVE COMMITTEE

The first meeting of the Executive Committee shall be held within 28 days of the Annual General Meeting. All subsequent meetings shall be held as necessary but at least every two months.

#### 13. DISSOLUTION OF THE SOCIETY

If the Executive Committee decides that it is necessary or advisable to dissolve the Society it shall call a meeting of all members of the Society, of which not less than 28 days' notice (stating the terms of the resolution to be proposed) shall be given.

A proposal for dissolution must be agreed by 66% of those present at the meeting and thereafter the Executive Committee shall have the power to realise any assets held by or on behalf of the Society.

Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the Society as the Executive Committee may determine or failing that shall be applied for some other charitable purpose.

A copy of the statement of accounts, or account or statement, for the final accounting period of the Society must be sent to the Charity Commission.

#### 14. ALTERATIONS TO THESE RULES

Alterations to these rules may only be made at an Annual General Meeting or through a resolution at an Extraordinary General Meeting, by the approval of a majority of those present.

Once approved at the AGM or an EGM, alterations to the rules take effect immediately.

Details of proposed alterations to be made at an AGM must be advised to the Secretary at least fourteen days before the date of the meeting.

#### 15. OTHER MATTERS

The Executive Committee has the discretion to determine any other matters not dealt with in these rules.

The Executive Committee shall have final power of adjudication in the event of any dispute in the interpretation of these rules.

Rules revised following an AGM on 23<sup>rd</sup> January 2020