

1 Context of Society Byelaws

The Society is a charitable organisation working to its agreed constitution and objects in accordance with relevant legislation. Nothing in these byelaws shall supersede these responsibilities of the Society and in case of conflict the Society's constitution and charitable responsibilities shall take precedence.

2 Membership and Rights of Members

2.1 The membership year shall run from 1 July to 30 June.

2.2 Full Membership

Full members shall be at least 18 years old at as at 1 July in the relevant year and shall be entitled to full voting rights, to stand for election for the Management Committee, to audition for parts in any shows, subject to Rule 2..

2.3 Junior Members

Junior Members shall be those in full time education at the start of the membership year, and will be entitled to audition for suitable parts, subject to Rule 2.7. Junior Members shall not be entitled to vote at Annual or Extraordinary General Meetings.

2.4 Family Membership

Family Membership covers up to 2 adults at the same address, who shall rank as Full Members, and children qualifying by their age as Junior members.

2.5 Life Members

Those Members whom the Society wishes to recognise as having rendered special services to the Society. Life Members shall not be required to pay subscriptions but will be entitled to all the rights and privileges of Full Members. In addition the names of Life Members shall be printed in programmes where possible.

2.6 Right to Audition

Full Membership, Life Membership and Junior Membership confers the right to audition, but membership of the Society will not carry automatic entitlement of participation in any show. Non-members will be allowed to audition on payment of a non-refundable audition fee, to be agreed annually. This fee will be deducted from the membership fee if the non-member joins the Society as a Full or Junior Member within one month of the audition date.

2.7 Expulsion from Production

Members who fail to attend rehearsals regularly or in the opinion of the Production Committee prove unsuitable in any way may be excluded from the cast at the discretion of the Production Committee.

2.8 Application and Expulsion from Membership

2.8.1 Application forms for membership shall be submitted to the Membership Secretary who will process the application, but may refer the application to the Management Committee for further consideration. Responsibility for acceptance or non-acceptance lies with the Management Committee. The decision of the Management Committee will be final and no reasons will be given.

2.8.2 A member may be expelled from the Society if the decision of the Management Committee is that a person's continuing membership would be detrimental to the well-being of the Society. No reason other than this rule need be given, (but see 3.2)

2.9 Subscriptions

2.9.1 The rate of subscriptions for all forms of membership identified in rule 2 shall be reviewed annually prior to the 1st July.

2.9.2 Subscriptions shall be paid by existing Members by September 30th each year.

2.9.3 Payment for one year's membership confers voting rights for the following year's AGM.

2.9.4 New Members shall pay subscriptions on application.

2.9.5 New Members joining at any time shall pay a full yearly subscription.

2.9.6 The Family subscription shall be 1.5 times the Full Member's subscription.

- 2.9.7 In addition to the membership fee a production fee will be levied on the cast members by the committee. No member will be required to pay more than two production fees in any membership year. The fee will be reviewed annually by the committee.

3 Management of the Society

3.1 Functions of the Board of Trustees

The Board of Trustees retains ultimate management of the Society and will be responsible for:

- 3.1.1 ensuring all necessary record keeping and reporting is carried out accurately and appropriately.
 - 3.1.2 making all strategic decisions relating to the Society
 - 3.1.3 agreeing a budget for each production
 - 3.1.4 approving choice of production, in line with the Society's finances
 - 3.1.5 approving all non-production spending over £200; and
 - 3.1.6 hearing grievances from any member.
- 3.2 The Trustees shall interpret all rules of the Society, or any question arising there-from and be the final arbiter in any disputes arising from such interpretation. The Trustees have the power to make, maintain and publish all necessary orders, regulations and byelaws in connection therewith.
- 3.3 The Trustees shall not make permanent additions or alterations to the rules except by proposals to the Society at a General Meeting.
- #### **3.4 Structure and basis of operation of the Management Committee**
- 3.4.1 The Society shall be managed day to day by a Management Committee.
 - 3.4.2 The Management Committee shall consist of all the Trustees of the charity, and additional volunteer non-voting committee members.
 - 3.4.3 The Management Committee shall consist of no more than 12 people in total with a minimum of 3 trustees.
- #### **3.5 Eligibility for nomination and election**
- 3.5.1 In furtherance of the objects of the Society, the Chairman, Secretary, and Treasurer of the Management Committee shall be those Trustees holding the equivalent positions on the Board of Trustees
 - 3.5.2 Aside from the President who shall not be a Trustee, all other officers of the Management Committee as set out in the appendix shall be filled by Trustees if possible, and so the Trustees will nominate appropriate candidates, with their decision to be ratified by the Membership.
 - 3.5.3 If it is not possible to fill vacancies on the Management Committee from the board of Trustees, because for example there are not enough Trustees, the membership shall be invited to make nominations for all remaining positions..
 - 3.5.4 The membership shall also be invited to make nominations for the Society's President.
 - 3.5.5 Invitations for nominations will be sent out by the end of June each year.
 - 3.5.6 Written nominations from the membership, with names of proposers and seconders, are to be sent to the existing Secretary at least five weeks prior to the Annual General Meeting. Late nominations will be accepted by the Secretary, but only for posts with no previous nominations.

- 3.5.7 Nominations received from the Trustees and the Membership are to be distributed to Full Members and Life Members along with AGM Agenda and relevant papers at least seven days prior to Annual General Meeting.
- 3.5.8 To be proposed as Chairman, the Trustees' nominee will be a current Trustee and will have completed a minimum of one year as a Trustee.
- 3.5.9 The Management Committee has the power to co-opt other persons to the Committee at its discretion, provided the number of people on the Management Committee does not exceed 12 persons.

3.6 Functions of the Management Committee

- 3.6.1 A quorum at a meeting of the Management Committee shall be 3 Charity Trustees.
- 3.6.2 The choice of production lies with the Management Committee, subject to approval by Trustees.
- 3.6.3 The method and criteria for choosing productions shall be set down in the current 'Guidelines for Choice of Productions'.
- 3.6.4 The Management Committee shall appoint a Director, Musical Director (if required) and Stage Manager to work with the Stage Director to form the basis of a Production Committee. Each Production Committee will be chaired by the Stage Director who will liaise with the Management Committee. The Production Committee will be responsible to the Management Committee, but will have delegated powers to organise all aspects of the production.
- 3.6.5 The Management Committee shall publish non-confidential minutes of all its meetings.

3.7 Monetary Transactions

- 3.7.1 The financial year of the Society shall run from 1st July to the 30th June.
- 3.7.2 All monies shall be banked with the Society's appointed Bankers or invested at the discretion of the Management Committee. Cheques shall be signed by any one of the following: - Chairman, Secretary, Treasurer of the Charity. Only in exceptional circumstances will cheques be signed other than by the Treasurer.
- 3.7.3 The funds of the Society shall be applied to the stated objects of the Society.
- 3.7.4 Members may claim legitimate expenses incurred on behalf of the Society.
- 3.7.5 The Trustee have the right to employ non-members to cover work unable to be covered from within the membership.
- 3.7.6 All monies owing to the Society shall be recoverable at law in the name of the Secretary.

Appendix

Roles on the Management Committee of the Society

Each person shall provide a report to the Management Committee every month on their area of responsibility.

President (non-trustee): Provides advice and guidance based on years of experience!

Chairman (trustee): Responsible for the overall functioning of the Management Committee, normally chairing all Management meetings. Will ensure that liaison with all parts of the Society is maintained.

Treasurer (trustee): Responsible for management of finances of Society and preparing end of year accounts, which should be presented to the Management Committee prior to the AGM.

Secretary (trustee): Responsible for correspondence, booking arrangements, obtaining necessary consents from local councils and liaison with Front-of-House teams during productions.

Stage Director (can be either a trustee or non-trustee): Responsible for chairing each Production Committee and overseeing each production through the work of the Production Committees.

The following roles may be split or shared to suit the skills of the trustees at the time

Publicity Officer (can be either a trustee or non-trustee): Responsible for liaison with press and media and will facilitate the production and distribution of advertising material for productions. (The Production Committee will be responsible for the preparation of such material.)

Junior DODS Co-ordinator (can be either a trustee or non-trustee): Responsible for the Junior section of the Society.

Wardrobe Co-ordinator (can be either a trustee or non-trustee): Responsible for wardrobe.

Membership Secretary (can be either a trustee or non-trustee): Responsible for collecting membership and keeping an up-to-date register of members. Responsible for co-ordination and distribution of newsletter.

Minutes Secretary (can be either a trustee or non-trustee): Responsible for taking minutes and distributing them, maintaining the notice board and generally assisting the Secretary.

Social Secretary (can be either a trustee or non-trustee): Responsible for co-ordinating the social activities of the Society, specifically including annual Dinner Dance and after-show parties.

Guidance for Choice of Productions

A Productions Committee, chaired by the Management Committee member responsible for Development, will make proposals for future productions. These proposals will take due account of the needs of the society and its members and will take account of a fair balance of casting opportunities over the programme of productions, box office appeal, wardrobe and set requirements in addition to financial viability. The Productions Committee will endeavour to maintain a programme at least 12 months ahead.

Where possible the proposals will be discussed with membership prior to a final decision but it must be recognised that some options become available at short notice and for a limited period and in these circumstances it may be necessary to act quickly without a period of discussion.

The programme will generally comprise a musical, a drama, a pantomime and a Junior Section showcase. The pantomime may, on occasion, be replaced by an appropriate musical at the discretion of the management committee. The Junior showcase may, on occasion, be replaced by an appropriate musical at the discretion of the Junior coordinator and Management Committee.