

## DURSLEY OPERATIC AND DRAMATIC SOCIETY

September 2010

### **1 Title**

The Society shall be known as The Dursley Operatic and Dramatic Society

### **2 Object**

The object of the Society is to promote the performing arts. In furtherance of this object the Society through its Management Committee shall undertake the following: -

- a. To perform plays, musicals and pantomimes. Whenever possible, a minimum of one play and one musical per year will be produced.
- b. To acquire items of plant, furnishings and fittings, scenery and other effects as necessary.
- c. To raise funds by way of subscriptions, donations or otherwise.
- d. To do all things as shall further the object of the Society.

### **3 Membership and Rights of Members**

#### 3.1 Full Membership

Full members shall be at least 18 years old at the date of the Annual General Meeting.

- 3.1.1. Full members 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 3.7 and to priority seat bookings under the system in operation at that time.

#### 3.2 Family Membership

Family Membership covers up to 2 adults at the same address, who shall rank as Full Members, and children up to and including the age of 18, as Junior Members.

#### 3.3 Junior Members

Junior Members shall not be more than 18 years of age and will be entitled to audition for suitable parts, subject to Rule 3.7. Junior Members shall not be entitled to vote at Annual or Extraordinary General Meetings but shall have priority booking rights under the system in operation at that time.

#### 3.4 Deleted EGM 7 September 2010

#### 3.5 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.

#### 3.6 Deleted EGM 7 September 2010

#### 3.7 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.

#### 3.8 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.

#### 3.9 Application and Expulsion from Membership

3.9.1 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.

3.9.2 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 4.3.7.)

#### 3.10 Subscriptions

3.10.1 The rate of subscriptions for all forms of membership identified in rule 3 shall be reviewed annually prior to the 1st September.

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

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

3.10.4 New Members shall pay subscriptions on application.

- 3.10.5 New Members, excluding Subscribing and Vice Presidents, joining between September 1st and February 28th shall pay a full subscription. Those joining between March 1st and August 31st shall pay half the full subscription.
- 3.10.6 The Family subscription shall be 1.5 times the Full Member's subscription.
- 3.10.7 Subscribing Members and Vice Presidents shall pay their subscription by December 31st each year. Those paying after this date will forfeit the right to be acknowledged in programmes.

#### 3.11 Friends of The DODS

Friends of The DODS (Friends) shall be entitled to: -

- a) Notification of all social functions and notification of booking arrangements.
- b) A discounted ticket price for up to two tickets per production provided tickets are booked and purchased by a specified date (typically this will be a month before the production starts)
- c) The names of Friends shall be printed in the programme where possible.

Friends shall not be entitled to vote at Annual or Extraordinary General Meetings, to perform onstage or to work backstage. The membership fee for Friends, closing dates for discounted tickets and value of discount will be reviewed annually by the Management Committee. Membership is payable from 1st September.

## 4 **Management of the Society**

### 4.1 Structure and basis of operation

4.1.1 The Society shall be managed through a Management Committee

4.1.2 The Management Committee shall consist of:

(The Officers) President, Chairman, Secretary, Treasurer and Stage Director and 6 further Committee members elected from the membership who will take on a specific role and will be responsible for the discharge of that duty to the Management Committee. In addition to the Officers duties, the roles may include:  
 Junior Co-coordinator, Minutes Secretary, Membership Secretary, Social Secretary, Publicity Officer and Wardrobe Co-coordinator.  
 Further guidance is attached in the Notes for Guidance for the Management of the Society.

### 4.2 Eligibility for nomination and election

4.2.1 The Society shall elect annually at the Annual General Meeting a Management Committee.

4.2.2 In furtherance of the object of the Society, the Management Committee will put forward nominations for the President, Chairman, Secretary, Treasurer and Stage Director for the following year. Nominations for all positions will be open to the membership.

4.2.3 Invitations for nominations for membership will be sent out by the end of June each year.

4.2.4 Written nominations from the membership, with names of proposers and seconders are to be sent to the 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.

4.2.5 Received nominations 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.

4.2.6 To be proposed as Chairman, the nominee will be a current or previous member of the Management Committee and will have completed a minimum of one year on the Management Committee.

4.2.7 The Management Committee has the power to co-opt other persons to the Committee at its discretion up to a maximum of 12 persons.

4.2.8 The Management Committee's first meeting shall allocate responsibilities to those committee members elected from the floor.

### 4.3 Functions of the Management Committee

4.3.1 The Management Committee will be responsible for managing the day-to-day business of the Society according to the Rules.

4.3.2 A quorum at a meeting of the Management Committee shall be 5 members.

4.3.3 The final choice of production lies with the Management Committee.

4.3.4 The choice of productions shall be set down in the current 'Guidelines for Choice of Productions'.

- 4.3.5 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.
- 4.3.6 The Management Committee 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 Management Committee has the power to make, maintain and publish all necessary orders, regulations and byelaws in connection therewith.
- 4.3.7 The Management Committee shall not make permanent additions or alterations to the rules except by proposals to the Society at a General Meeting.
- 4.3.8 The Management Committee shall publish non-confidential minutes of all its meetings on the notice board.
- 4.3.9 The Chairman, Secretary and Treasurer will form an executive and have conferred on them emergency decision-making powers. At the discretion of the Management Committee, a specified member or members of the Management Committee may form part of the Executive. The Management Committee will be informed of when use has been made of such powers at the next meeting.
- 4.3.10 The Management Committee will hear grievances from any member.
- 4.4 Monetary Transactions
- 4.4.1 The financial year of the Society shall run from 1st July to the 30th June.
- 4.4.2 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 two of the following: - Chairman, Secretary, Treasurer. Only in exceptional circumstances will cheques be signed by two persons not including the Treasurer.
- 4.4.3 At the decision of the Management Committee, a specified member or members of the Management Committee may sign cheques.

- 4.4.4 The funds of the Society shall be applied to the stated object of the Society. However, the Management Committee shall also have the power to use surplus funds for the benefit of any charitable or non-charitable organisation, up to a total sum in any one year to be agreed at any General Meeting.
- 4.4.5 No member of the Society shall receive payment for services to the Society.
- 4.4.6 Members may claim legitimate expenses incurred on behalf of the Society.
- 4.4.7 The Management Committee has the right to employ non-members to cover work unable to be covered from within the membership.
- 4.4.8 All monies owing to the Society shall be recoverable at law in the name of the Secretary.

## **5 General Meetings**

### 5.1 Annual General Meetings

- 5.1.1 The Secretary shall call an Annual General Meeting when the reports and financial accounts shall be presented. The financial accounts will be subject to independent scrutiny prior to the meeting. The examining accountant will be appointed at the AGM.
- 5.1.2 The current Chairman or their nominee will chair the AGM.
- 5.1.3 The AGM will review the financial limit in rule 4.4.4.
- 5.1.4 The AGM will be held on the first Tuesday in September unless otherwise decided by the Management Committee.
- 5.1.5 Received nominations to be distributed to Full Members (including Life Members) along with AGM agenda and relevant papers at least seven days prior to the AGM.
- 5.1.6 No business other than the formal adjournment of the meeting shall be transacted at any General Meeting unless a quorum is present, and such quorum shall consist of not less than one third of the total Full Membership.
- 5.1.7 Any resolutions embodying proposed alterations or additions to rules shall be carried by not less than two thirds of the voting Members present.

5.1.8 Election of officers shall be on a simple majority of votes cast. Election of Committee members shall be on the basis of the highest number of votes cast for the posts available.

## 5.2 Extra-ordinary General Meetings

5.2.1 An Extra-ordinary General Meeting of the Society may be called at any time, at the discretion of the Management Committee. The Management Committee shall call an Extra-ordinary General Meeting within fourteen days after receipt by the Secretary of a requisition in writing to that effect signed by at least twelve Full Members.

5.2.2 No business other than the formal adjournment of the meeting shall be transacted at any Extra-ordinary General Meeting unless a quorum is present, and such quorum shall consist of not less than one third of the total Full Membership.

5.2.3 Any resolutions at the Extra-ordinary General Meeting shall be carried by not less than two thirds of the Voting Members present.

## **6 Dissolution of the Society**

The Society shall only be dissolved by a resolution passed by a majority of at least five-sixths of the Full Members present, and voting, at an Extra-ordinary General Meeting called for the purpose of considering such dissolution. In the event of such dissolution the balance of cash remaining in hand after the realisation of assets and payments of debts shall be dealt with in accordance with rule 4.4.4 in such manner as the meeting shall decide.

## **7 Publication of Rules**

7.1 A copy of the full text of these rules shall be issued to all members on payment of their first subscription. Replacement copies are available from the Secretary on request.

7.2 A copy of the rules will be posted on the notice board.