

Clacton Musical Theatre Society Rules.

1. TITLE

- a The Society shall be called:

CLACTON MUSICAL THEATRE SOCIETY.

- b This style and title shall be reserved solely for the Society as a whole and shall not be used by any Member or group of Members without the written authority of the Management Committee, (The Committee).

2. OBJECTS

- a The objects of the Society are to educate and to further, the development of public appreciation and taste in the dramatic and operatic arts. Also to assist and further such charitable institutions and charitable purposes as the Committee shall from time to time determine. In furtherance of these objects, but not further or otherwise, the Society through it's Management Committee shall have the following powers:
- b To promote operettas, plays, dramas, comedies, operas, operettas, musicals and other dramatic and operatic works of educative value.
- c To purchase, acquire and obtain interests in the copyright of, or the right to perform or show, any such dramatic or musical works.
- d To purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects.
- e To raise funds, and invite and receive contributions from any person or persons whatsoever by way of subscriptions, donations and otherwise, provided that in raising funds the Society shall not undertake any substantial permanent trading activities in raising funds and shall conform to any relevant requirements of the law.
- f To do all such other lawful things as are necessary for the achievement of the objects of The Society.
- g The funds of the Society shall be devoted to its stated objects.
- h In the event of the Society ceasing its activities all funds remaining after the discharge of all debts shall be devoted to such charitable objectives as may be decided by a majority of the Members at a General Meeting.

3 MANAGEMENT TRUSTEES

- a The Management of the Society shall be vested in Management Trustees who shall be called the Management Committee. All elected Management Committee Members must be Full Members of the Society. The Management Committee shall consist of the Officers of the Society, ie the Chairman, the Honorary Secretary and the Honorary Treasurer, plus not less than five but not more than seven other Members of the Society.
- b A Vice Chairman will be elected by the Chairman and the Management Committee Members at the first Management Committee meeting following a General Meeting.

- c Not less than five Members of the Management Committee, of which at least one shall be an Officer, shall form a quorum. In the absence of the Chairman, the Vice Chairman will chair any Management Committee meeting. In the absence of the Vice Chairman, the responsibility of chair will fall to an appointed Officer. If no appointed Officer is present, no quorum can exist.
- d The Chairman of the Society shall be the Chairman of the Management Committee. The Chairman will not have a primary vote but in the event of an equality of votes on any motion shall have a casting vote.
- e The Management Committee shall have the power to co-opt additional Members for specific purposes. Such co-opted Members will not be entitled to vote at Management Committee meetings.
- f The Management Committee shall have the power to appoint Sub-Committees whose decisions shall be the subject of approval of the Management Committee. At least one Member of the Management Committee will form part of that Sub-Committee and the Management Committee will decide who the Members of the Sub-Committee are, in conjunction with the Chairman of the Sub-Committee. Minutes must be taken at any Sub-Committee meetings and copies sent to the Officers of the Society.
- g The Management Committee shall meet not less than once each calendar month, unless in the opinion of the Chairman and the Honorary Secretary, at their sole discretion, there is no business calling for discussion.
- h Any member of the Management Committee who is absent for a majority of meetings held during the year, may not be permitted to stand for re-election the following year.
- i At the beginning of the first Committee meeting for a new Management Committee, they shall review and agree the Standing Orders for that years meetings.
- j Neither a Member of the Management Committee nor Trustee nor Ex Officio may take part in a discussion in which that person has an interest. The Chairman may request that any person who does have an interest in the matter to leave the room until its conclusion.
- k The Management Committee shall have the power to review the payment of annual subscriptions in cases deemed appropriate.
- l At the first Management Committee meeting each year, the Management Committee must elect unpaid Members of the Production Team, ie, Wardrobe Mistress/Master, Props Mistress/Master.
- m Minutes of the Management Committee meetings, which may be subject to censorship, will be posted on the Head Quarters notice board, therefore ensuring that they are accessible for all Members of the Society.

4 FINANCE

- a The funds of the Society shall be applied solely in furthering the objects of the Society.
- b The funds of the Society, including all Members fees, donations, box office income and bequests shall be paid into an account operated by the Management Committee in the name of the Society, at such Bank as the Management Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two Members of the Management Committee.
- c No expenditure shall be incurred by any Member of the Society without the prior permission of the Management Committee. A full VAT Receipt will be required for any agreed

expenditure. This should show the date of the transaction, the amount, the company name and the full total of the receipt. It should not be defaced in any way other than to crossing out items that are not part of the claim. Any reimbursement of agreed expenses will take place within 10 days of the production of receipts.

- d The overall budget for each production will be discussed and agreed by the Management Committee.
- e Each Member of the Production Team will adhere to his/her agreed budget figure.
- f The financial year of the Society shall end annually on 31 July.
- g A statement of income and expenditure in connection with the finances of each production shall be submitted to the Management Committee at its next meeting following such production, or as soon afterwards as possible and full audited accounts presented to the Management Committee one week prior to the Annual General Meeting.
- h The accounts and balance sheets for the financial year shall be prepared, audited and presented to the Society as soon as practical after the end of the financial year.
- j Auditors of the Society's accounts shall be appointed annually by the Management Committee and they shall not hold any other office in the Society, nor be a member of the Management Committee.
- k All monies due and owing to the Society, including subscriptions of Members and show fees shall be recoverable at law in the name of the Honorary Secretary.

5 CUSTODIAN TRUSTEES

- a All elected Custodian Trustees shall be Full Members of Clacton Musical Theatre Society.
- b The number of Custodian Trustees shall not be less than five or exceed seven.
- c The Management Committee shall elect the Custodian Trustees. The elected Trustee will hold office for a period of three years. If the elected Trustee joins part way through a year they shall serve as an elected Trustee until the AGM when their position will be ratified and their three year period of tenure will begin. Retiring Custodian Trustees may stand for re-election. No Member of the Management Committee may stand for election as a Custodian Trustee.
- d The property and assets of the Society (other than cash which shall be under control of the Treasurer) shall be vested in the Custodian Trustees.
- e Custodian Trustees shall deal with the property of the Society, as directed by the Management Committee, of which an entry shall be recorded in the Minutes. In the case of personal financial loss, they shall be indemnified from the funds and property of the Society.
- f The Custodian Trustees shall have the power to secure finance for a specific purposes designated by the Management Committee.
- g If a Custodian Trustee wishes to attend a Management Committee meeting they must give two weeks notice in writing prior to the meeting. The Management Committee will then prepare the agenda to address the Custodian Trustees issues or concerns. Custodian Trustees may take part in discussions but can not vote on issues raised.
- h In the event of a Management Committee not being appointed or folding then the Custodian Trustees will take over the management of the Society until such time as a new Management Committee can be elected by the Society which should happen within ten weeks of the Custodian Trustees first taking over.

6 MEMBERSHIP

- a Membership shall be open to all those aged 7 years and over, being in accord with the objects of the Society, such Membership to be at the discretion of the Management Committee.
- b The Management Committee may by an unanimous vote 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 compromise the wellbeing of the Society. The individual shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.
- c Membership categories will be:

Junior Membership – Age from 7 up to the year they reach the age of 12. Junior Members have no voting rights, cannot be made a Trustee and cannot become a Member of any Committee.

Student Membership – Age from 12 up to 16 but may be extended if in full time education and at the discretion of the Management Committee. Student members have no voting rights, cannot be made a Trustee and cannot become a Member of the Management Committee.

Full Membership - Age from 16. Full Members have voting rights, may sit on any Committee and are eligible to become a Trustee.

Joint Membership – This category is for two Members of the same family living at the same address. They have the same rights as Full Membership.

Friends - The Society will invite interested persons to become Friends of the Society upon payment of such annual donations to the funds of the Society as shall be decided by the Management Committee. Friends shall be entitled to receive from time to time such privileges as may be deemed appropriate by the Management Committee. Friends have no voting rights, cannot be made a Trustee and cannot become a Member of any Committee.

Patrons – The Society will invite interested persons to become Patrons of the Society upon payment of such annual donations to the funds of the Society as shall be decided by the Management Committee. Patrons shall be entitled to receive from time to time such privileges as may be deemed appropriate by the Management Committee. Patrons have no voting rights, cannot be made a Trustee and cannot become a Member of any Committee.

- d Details, ie names, addresses, date of birth and contact details will be recorded electronically by the Membership Secretary. This information will not be passed to other organisations.
- e The period of Membership shall run from 1 August to 31 July. Subscriptions become due on 1 August but must be paid no later than 1 September.
- f The annual subscription and show fee, if applicable, shall be determined from time to time by the Management Committee.
- g The Management Committee may appoint Honorary Life Members in recognition of their outstanding services to the Society. These appointments shall carry such privileges to be advised at an Annual General Meeting.

- h All Members are responsible for their own health and safety and to ensure that their actions do not compromise the health and safety of other Members. Any misuses found should be reported to a Member of the Management Committee.

7 ANNUAL GENERAL MEETING

- a An Annual General Meeting shall be held within six weeks of the receipt of audited accounts.
- b All paid up Members are entitled to attend the Annual General Meeting but only Full Members are able to vote.
- c The Honorary Secretary shall send to the past year's Members, notices relating to the Annual General Meeting twenty eight days before the date of the meeting. This will be done by email or letter. Included in this notice shall be; An Agenda, a Nomination Form for President or the Management Committee positions, Membership Renewal Form, previous Annual General Meeting and/or Extraordinary General Meeting Minutes, copy of the audited Accounts, copy of the Standing Orders and a reminder of the Rules regarding motions and nominations for the Management Committee. An Agenda will be sent out seven days prior to the Annual General Meeting.
- d A President will be elected annually at the Annual General Meeting and shall hold office for one year only. The President shall have the right to attend and speak at Management Committee meetings in a non voting capacity. The retiring President shall be eligible for re-election.
- e Officers and Members of the Management Committee shall be elected annually at the Annual General Meeting and shall hold office for one year only. Retiring Officers and Management Committee Members may offer themselves for re-election.
- f Nominations for Officers are to be received in writing seven days prior to the Annual General Meeting and must be countersigned by the Proposer, Seconder and nominee. Nominations for Committee must be received in writing seven days to show intent prior to the Annual General Meeting; However counter signatures can be sought at the Annual General Meeting. No current Officers or Members of the Management Committee can be seconded by another current Officer or Member of the Management Committee.
- g If insufficient nominations are received to fill a vacancy for Officers and Committee members then nominations shall be called for at the Annual General Meeting from those attending and entitled to take part in the meeting. Should nominations exceed vacancies an election shall be by ballot.
- h Notice of any motion a Member wishes to submit shall be given to the Honorary Secretary in writing at least 7 days prior to the Annual General Meeting. All motions must be proposed and seconded by a Member of the Society.
- i The Annual General Meeting shall be held for the following purposes:
 - To adopt the Standing Orders for the conduct of that meeting.
 - To adopt Minutes of the previous Annual General Meeting and any Extraordinary General Meeting.
 - To adopt the Chairman's Report.
 - To adopt the Honorary Secretary's Report.
 - To adopt the Honorary Treasurer's Report and audited accounts.

To elect a President

To elect Officers:

Chairman
Secretary
Treasurer.

To elect no less than five and no more than seven Members to the Management Committee, to the following positions:

Membership Secretary
Press and Publicity Committee Chairman
Stage Liaison Manager
Social Committee Chairman
Fundraising Committee Chairman
Youth Group Committee Chairman

To consider any propositions submitted by Members.

Any Other Business.

8 EXTRAORDINARY GENERAL MEETING

- a An Extraordinary General Meeting may be called either by the Management Committee or by Members of the Society. The Management Committee must give at least twenty eight days notice in writing to Members of the Society of such a meeting. Members may give notice in writing to the Honorary Secretary signed by two thirds majority of the voting Members of the Society, at least twenty eight days before the date desired, and such notice to contain the motion or motions to be put to the meeting.
- b An Extraordinary General Meeting will be conducted in accordance with the Standing Orders adopted at the previous Annual General Meeting.

9 PRODUCTION REHEARSALS, CASTING AND AUDITIONS

- a The Management Committee shall select the works to be produced by the Society and shall determine the dates of productions and the rehearsal period.
- b The Management Committee shall engage and appoint paid members of the Production Team to produce each show, whose appointment will be subject to a signed contract. They are the Director, the Musical Director, the Choreographer and the Accompanist. Where possible, an assistant to each member of this Production Team will be appointed; An Assistant Director, a Chorus Mistress/Master and a Dance Captain. These roles will be unpaid by the Society.
- c The Management Committee shall select a Casting Sub-Committee which shall consist of a Chairman, three Members of the Production Team and three Members of the Society. The Casting Committee, where possible, will be sourced from individuals not auditioning for a Principle part. Where this is not possible for financial or sourcing reasons, the Management Committee may approach a Member of the Society. The Chairman of the Casting Committee shall have the casting vote. Any Member of the Casting Committee with a

vested interest in a particular applicant must abstain him/herself from that particular discussion and vote.

- d All candidates for parts, either principal or chorus, shall be required to submit themselves to a Production Audition (of which at least 14 days notice shall be given), before a Casting Committee in which shall be vested the selection of the Cast. Specialised costumes may not be worn at an audition but a prop may be used.
- e Any Member wishing to audition for a Production must have paid their Subscription for that year.
- f The Casting Committee shall, as far as possible, not go outside the Membership of the Society to fill any role.
- g 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.
- h The Management Committee, on recommendation of the Production Team, shall have power to revise the Cast from time to time, if any Member, to whom a character has been assigned, shall in their opinion, prove unsuitable for the part.
- j Members of the Production Team shall conduct and control all rehearsals. No conversations or activities shall be conducted which may hinder progress of the rehearsal.
- k Each person involved in a rehearsal/performance will be required to mark the register at the beginning of each rehearsal/performance. These attendance records may be taken into consideration at the time of casting future productions.
- m The show fee due will be paid within one calendar month of the date of the auditions. Failure to pay within the defined time may result in that Member being removed from the production.
- n Cast Members are required to inform a Member of the Production Team at the earliest opportunity if they are going to be absent from a rehearsal. They must arrange for a 'Stand In' if required. Failure to supply a 'Stand In' may result in the Member not being set in that particular number.
- o The Production Team will make the Casting Committee aware of any limitations required in the production.

10 CMTS YOUTH PERFORMERS

- a The Youth section of Clacton Musical Theatre Society shall be called 'Clacton Musical Theatre Society Youth Performers' or abbreviated as 'CMTS Youth Performers'.
- b The Management of the Youth Performers shall be vested in a Sub-Committee of the Management Committee. This Sub-Committee shall be called the Youth Committee. The Youth Committee Members will be voted in by the Management Committee in conjunction with the Youth Committee Chairman every year after the Annual General Meeting.
- c The Youth Committee shall consist of three Officers; A Chairman, a Secretary and a Treasurer; Also no less than five but no more than seven Members of the Society.
- d Student Members may sit on the Youth Committee. For the purposes of Youth Committee meetings only; they shall be granted the same voting rights as a Full Member.

- e Not less than five Members of the Youth Committee, of which at least one must be an Officer, shall form a quorum.
- f In the absence of the Youth Committee Chairman, another Officer shall chair any Youth Committee meetings. In the absence of any Officers, a quorum shall not exist.
- g The Youth Committee Chairman shall not have a primary vote but in the event of an equality of votes, shall have the casting vote.
- h The Youth Committee shall follow the Society's Standing Orders for their meetings.
- i All of the Clacton Musical Theatre Society procedures and policies shall be followed at all times by the Youth Performers Committee and Members.
- j All Members of the Youth Committee shall be signed off on the Society's Child Protection Policy. A copy shall be available at all times on the Youth Performers' notice board. The Honorary Secretary shall also hold a copy on record. The Child Protection Policy shall be reviewed annually by the Youth Committee in conjunction with the Management Committee. All Members who help and support with Youth Performers activities shall be CRB checked and Chaperone licensed by the local authority.
- k Minutes of Youth Committee meetings shall be posted onto the Youth Performers' notice board. The minutes may be subject to censorship. This is at the discretion of the Youth Committee Chairman.
- l All motions that the Youth Committee wish to pass must be at the approval of the Management Committee.
- m The Youth Committee Treasurer shall administer the Youth Performers funds relating to their activities in the agreed Youth Performers Bank Account. The Youth Performers Account shall be submitted to the Honorary Treasurer when requested and at the close of each financial year.
- n Members of the Youth Performers shall also be Members of the main Society.
- o Membership fees, weekly session fees and Show Fees shall be decided by the Management Committee annually after consultation with the Youth Performers Committee.
- p The Casting, Auditions and Rehearsals for each Youth Performers Production shall follow the rules in section 9 (Rehearsals, Casting and Auditions) of these here rules, but instead of the Management Committee, the Youth Committee can make the decisions (but at the approval of the Management Committee).
- q All Members of the Youth Performers shall be invited to be included in the Society's Social, Fundraising and Press & Publicity events and activities; at the discretion of the Management Committee.
- r The Green Room Refreshments shall be operated by the Youth Committee Members only. A credit tab may be opened but at the discretion of the Youth Committee Chairman. All tabs must be paid up before the end of the last Head Quarters rehearsal for each production.
- s All Members of the Youth Performers are entitled to attend and participate at any Annual General Meetings or any Extraordinary General Meetings but have no voting rights.
- t The Youth Performers shall be governed by the same rules as the main Society unless stated in this section.

11 SOCIAL AND FUNDRAISING ACTIVITIES

- a The social activities of the Society shall be entrusted to a Social Committee which shall be a Sub-Committee approved and voted in by the Management Committee. Members may sit

on the Social Committee for one year. Retiring Members of the Social Committee may be re-elected onto the Social Committee by the Management Committee.

- b The fundraising activities of the Society shall be entrusted to a Fundraising Committee which shall be a Sub-Committee approved and voted in by the Management Committee. Members may sit on the Fundraising Committee for one year. Retiring Members of the Fundraising Committee may be re-elected onto the Fundraising Committee by the Management Committee.
- c The Fundraising Committee Treasurer shall administer funds relating to their activities. An account of these funds shall be submitted to the Management Committee at the next meeting following the event, or as soon afterwards as possible.
- d The Social Committee Treasurer shall administer funds relating to their activities. An account of these funds shall be submitted to the Management Committee at the next meeting following the event, or as soon afterwards as possible.
- e The Green Room Refreshments shall be operated by the Social Committee Members only. A credit tab may be opened but at the discretion of the Social Committee Chairman. All tabs must be paid up before the end of the last Head Quarters rehearsal for each production.

12 RULES

- a If an issue arises that is not covered by the Rules then the resolution shall be left to the discretion of the Management Committee.
- b The rules can be changed at the discretion of the Management Committee without the need for an Extraordinary General Meeting but only after consultation with the Charity Commission. Any changes will be recorded in the Minutes. The Membership will be informed in writing and will have twenty eight days to appeal in accordance with rule 8a.

13 DISSOLUTION

- a If the Members resolve to dissolve the Society after an Extraordinary General Meeting, the Management Trustees will remain in office as Charity Trustees and be responsible for winding up the affairs of the Society with the support of the Custodian Trustees, in accordance with this rule.
- b The Charity Trustees must collect in all the assets of the Society and must pay or make provision for all the liabilities of the Society.
- c The Charity Trustees must apply any property or money;
 - i. directly for the objects.
 - ii. by transfer to any Charity or Charities for purposes the same as or similar to the Society.
 - iii. in such other manner as the Charity Commission may approve of in writing in advance.
- d The Members may pass a resolution before or at the same time as the resolution to dissolve the Society specifying the manner in which the Charity Trustees are to apply the remaining property or assets of the Society and the Charity Trustees must comply with the resolution if it is consistent with rule 12c above.
- e In no circumstances shall the net assets of the Society be paid to or distributed among the Members of the Society, except to a Member that is itself a Charity.
- f The Charity Trustees must notify the Charity Commission promptly that the Society has been dissolved. If the Charity Trustees are obliged to send the accounts to the Charity

Commission for the accounting period which ended before the dissolution, they must send the Charity Commission the final accounts.

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