



# CORBY AMATEUR THEATRICAL SOCIETY

## Constitution 2018

### 1. Title

The Society shall be called "Corby Amateur Theatrical Society" (hereinafter known as CATS), and may be affiliated to the National Operatic and Dramatic Association.

### 2. Objects

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 the said arts (to assist and further such charitable institutions and charitable purposes as the Committee shall from time to time determine); and in furtherance of this object but not otherwise the Society through its 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 such dramatic or operatic works.
- (c) To purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, 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 other things as shall further the objects of the Society.

### 3. Constitution

The Society shall consist of Acting, Non Acting, Associate and Junior members, and may also include as Honorary Life Members such other persons as shall have rendered special services to the Society.

### 4. Management

#### 4.1 Trustees

The trustees role is to ensure the appropriate standards of governance and due diligence of the management of the society is maintained according to the rules set out in the constitution and by the charities commission. Eligibility to become a trustee will be governed by the rules of the Charity Commissioners for England and Wales, or other authority having charitable jurisdiction from time to time.

4.1.1 The trustees shall have a 4 [four] year term of office. The election of each trustee shall be staggered to avoid having no more than one trustee due for election in any one year. They shall retire at the end of each term of office but shall be eligible for re election. The election of trustees shall take place at a general meeting.

#### 4.2 President

The Society may have a President elected at an Annual General Meeting. However, in exceptional circumstances, following a unanimous vote by the Management Committee and ratified at an Annual General Meeting, this position may be offered as 'Honorary Life President'. The President shall remain an advisor to The Chairperson and The Committee and shall continue to hold no voting rights, this shall remain so until a new President is elected and will be only revised at this time.



# CORBY AMATEUR THEATRICAL SOCIETY

## Constitution 2018

### **4.3 Management Committee**

The Society shall be managed by a Committee consisting of the following Officers, who shall not be paid servants of the Society and who shall be elected at the Annual General Meeting

4.2.1 Chairman

4.2.2 Treasurer

4.2.3 Secretary

Plus 4 other posts as required by the needs of the Society and elected at an Annual General Meeting

### **4.4 Eligibility for Election to Management Committee**

Members will become eligible for nomination to the Management Committee after being fully paid up members of the Society for a minimum of 2 [two] years. Membership does not have to be over consecutive years. Committee members must be 21 [Twenty one] years old at the time of nomination and election.

The Management Committee shall have the power to dispense with the implications and requirements of 4.4 if there are no suitable candidates available for nomination and election.

### **4.5 Powers of Management Committee**

The Management Committee shall, by nature of their election, be invested with the following powers:

4.4.1 To fill any vacancy that may occur and co opt such additional members as may be necessary.

4.4.2 To appoint members, and others, for specific works e.g. Producer, Musical Director, Choreographer, Stage Manager, Lighting and Sound Engineers, Property Mistress/Master and any such person the Committee deems necessary for the running of a production.

4.4.3 To decide any questions arising out of this constitution and all other matters connected with the Society (Other than those which can only be dealt with by the Society at a General Meeting) and make, maintain and publish all necessary orders, regulations and bye laws in connection herewith.

### **4.6 Retirement of Officers and Committee**

The Committee (including its Officers) shall retire at the end of each term of office but shall be eligible for re election.

4.5.1 Terms of Office

Chairman, Treasurer and Secretary will serve 3 year terms of office. The election of these officers will be staggered to ensure that only one officer is due for election in any one year.

All other committee posts will have a 2 year term of office.

## **5. Eligibility for Membership**

Membership shall be open to all those having sympathy with the objects of the Society and desiring actively to further them and to pay the fees prescribed by the Constitution.

## **6. Application for Membership**

Application for membership shall be made in writing, signed by the applicant, to the Management Committee for its decision.

## **7. Capabilities of Candidates for Membership**

Following application all candidates wishing to appear in a production shall satisfy the Committee as to their histrionic, musical and/or dancing ability.



# CORBY AMATEUR THEATRICAL SOCIETY

## Constitution 2018

### 8. Expulsion of Members

- (a) Any member of the Society who, in the opinion of the Committee, is found guilty by their actions of misusing the privileges of the Society, or of otherwise bringing the Society into contempt or disrepute, may be suspended or expelled from the Society.
- (b) The 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. Membership

#### 9.1 Types of Membership

The following are the only acceptable categories of Membership; Any Member wishing to change their Membership status must apply to the Management Committee in writing.

9.1.1 Acting Members: Those wishing to take part in the Society's productions as performers. They shall have the right to vote at general meetings.

9.1.2 Junior Members: Those between the ages of 14 [fourteen] and 18 [eighteen] wishing to take part in the Society's productions, as performers. They shall have the right to vote at general meetings.

9.1.3 Non Acting Members: Those wishing to take part in the Society's activities but not as performers in the productions. They shall have the right to vote at general meetings.

9.1.4 Honorary Life Members: Those elected by the Committee, without further payment of subscriptions. Life memberships shall be considered lapsed following an extended period of non-participation in the society. A life membership can be reinstated on written application to the committee. They shall have the right to vote at general meetings.

9.1.5 Patrons: Those people wishing to donate monies to the funds of the Society, but who wish to take little or no part in the activities of the Society. They shall not have the right to vote at general meetings.

9.1.6 Associate Members: Those participating in the Society's productions in a capacity other than performer. They shall not have the right to vote at general meetings.

#### 9.2 Membership Fees

To be accepted as an Acting, Non Acting or Junior Member of the Society, Members are obliged to pay annual subscriptions.

9.2.1 Initial membership subscriptions shall become due and paid to the Society on receipt of notice of acceptance of Membership.

9.2.2 Subsequent annual subscriptions shall become due on the day of the Annual General Meeting each year.

9.2.3 The level of annual subscription is subject to the Management Committee's annual decision.

9.2.4 Any member not paying the annual subscription when due will not be considered a Member and as such will forfeit all rights of Membership, namely:

- (a) To vote at a General Meeting.
  - (b) Receive Membership benefits.
  - (c) Be entitled to audition for, or perform in, the Societies productions until such time that these monies are received.
  - (d) The Management Committee can, at their discretion, vary the length or rate of membership subscriptions to allow for variable production dates
- 9.2.5 If a current Member allows their Membership to lapse, by non payment of annual



# CORBAMATEUR THEATRICAL SOCIETY

## Constitution 2018

subscriptions they will need to reapply to the Secretary for Membership as per Rules 5, 6 and 7.

### **10. General Meetings**

#### ***10.1 Annual General Meeting***

The Annual General Meeting of the Society shall be held in the month of October when the Report of the Management Committee and the accounts for the past year shall be presented. Posts for the Officers and other Members of the Management Committee shall be duly elected; and all general business transacted.

#### ***10.2 Notice of General Meeting***

A printed notice of every General Meeting, accompanied in the case of the Annual General Meeting by the Statement of the Accounts for the past year, shall be sent to each Member at least 14 [Fourteen] days prior to the fixed date of such meeting.

#### ***10.3 Election of Officers at a General Meeting***

Proposals and Secondments for Members of the Management Committee shall be received by the Secretary no later than 7 days prior to the AGM. Proposals shall be accepted from the floor at the AGM should no written nominations be received by the Secretary as above. The willingness and eligibility (See note 4.4) of all nominees will be assessed and then the issue will be put to a secret ballot. Outgoing Committee Members are eligible for re election. In the event of there being no valid nominations for any of the foregoing appointments the existing holders of such appointments shall continue in office for a further term, unless they are unwilling to do so.

#### ***10.4 Quorum at a General Meeting***

A quorum for a General Meeting shall be at least 12 [Twelve] Members of which at least 6 [Six] shall be independent of the current Management Committee.

#### ***10.5 Resolution at a General Meeting***

Unless otherwise provided for in this Constitution, all matters brought forward to a General Meeting shall be decided by a simple majority of the votes properly recorded at such Meeting (Votes by proxy are eligible as long as written confirmation is received by the Secretary prior to the commencement of the Meeting). In the event of an equality of votes, the Chairperson of the meeting shall have a second or casting vote.

#### ***10.6 Extraordinary General Meeting***

An Extraordinary General Meeting can be called:

10.6.1 At any time, at the discretion of the Management Committee.

10.6.2 Within 21 [Twenty one] days from the receipt, by the Secretary, of a requisition, in writing, to that effect, signed by at least 12 [Twelve] Members. Every such requisition shall specify the business for which the Meeting is to be convened and no other business shall be transacted at that Meeting. If a vote of no confidence in an individual or Committee as a whole is raised, and upheld, they shall not be eligible for re election until the next Annual General Meeting.

### **11. Committee Meetings**

#### ***11.1 Hand over of Officers***

The first meeting of the newly formed Management Committee, to be called by the incoming Secretary, shall be held within 21 [Twenty One] days of the Annual General Meeting. A handover



# CORBY AMATEUR THEATRICAL SOCIETY

## Constitution 2018

from outgoing to incoming Management Committees shall take place at this Meeting.

### **11.2 Subsequent Meetings**

All subsequent meetings shall be called by the Secretary, under the guidance of the Chairperson.

### **11.3 Resolution at a Meeting of the Management Committee**

All business transacted shall be decided, where necessary, by a simple majority of the votes, properly recorded at such Meeting. In the event of an equality of votes the Chairman of the Meeting shall have a second or casting vote.

### **11.4 Quorum for Management Committee Meetings**

A quorum for the Management Committee shall be 4 [Four] Members of said Committee.

### **11.5 President**

The President shall be invited to attend all meetings of the Management Committee, to act in an advisory capacity, and shall have no voting rights.

## **12. Finance**

### **12.1 Society Funds**

The funds of the Society shall be applied solely to the stated objects of the Society and in line with the financial guidelines agreed by the trustees (in accordance with the charity commission rules) and the management committee.

### **12.2 Payment of Society Members**

No Member of the Society shall receive payment directly or indirectly for services to the Society, unless contracted to perform a task for which remuneration is normally forthcoming e.g. Director, Musical director etc, other than for legitimate expenses incurred in its work.

### **12.3 Financial Year**

The financial year of the Society shall commence on the 1st September and an annual profit and loss account and balance sheet shall be prepared and reviewed in line with Charity Commission (or other relevant governing authority) rules within 2 [Two] Calendar months after the 31st August.

### **12.4 Production Money**

All moneys due from Members in connection with the production and performance of any work, shall be accounted for, and paid to, the Treasurer within 21 [Twenty one] days after the conclusion of the final performance.

### **12.5 Recovery of Money Due to The Society**

All Monies due, and owing to the Society including Subscriptions, Ticket Money and Rehearsal/Show Fees (where applicable) shall be recoverable by Law in the name of the Trustees.

## **13. Productions**

### **13.1 Selection of Works**

The Management Committee shall endeavour to produce a shortlist of works to be produced by the Society. In the event of being unable to produce a shortlist for whatever reason e.g. availability, budget restrictions, timescale, the Management Committee shall select the works to be produced by the Society.



# CORBY AMATEUR THEATRICAL SOCIETY

## Constitution 2018

### **13.2 Selection of Cast**

The Cast for any production shall be selected by the Production Team appointed by the Management Committee. This Production Team may consist of Director, Musical Director and Choreographer depending upon the needs of the production. This auditioning panel will also include, in an advisory capacity only, a Member of the Management Committee or other independent person.

### **13.3 Revision of Cast**

The Management Committee shall, after consultation with the Production Team, have the power to revise the cast from time to time, if any Member to whom a character has been assigned shall, in its opinion, prove unsuitable for the part.

### **13.4 Inclusion in Cast**

The Management Committee will undertake to accommodate all Members into a cast or chorus role wherever possible. However, should the number of Members auditioning exceed requirements for the production, preference will be given to those Members who, by their general conduct and prompt attendance at rehearsals, have proved themselves to be most efficient.

### **13.5 Rehearsals**

The Management Committee will produce a rehearsal guideline outlining the conduct of rehearsals. The guidelines shall apply to all Members at all rehearsals.

### **13.6 Show/Rehearsal Fees**

At the discretion of the Management Committee a show/rehearsal fee will be introduced for a particular production to assist in the provision of costumes, etc. The inclusion of Show Fees will be notified to all Members prior to audition for said production.

## **14. Grievance Procedure**

Any Member having a grievance against any person(s) within the Society, must issue their grievance, in writing, to the Secretary. This shall be discussed at the next available Management Committee meeting and a written reply will be sent. Members will have a right of appeal to the trustees in writing, and their decision will be final. Any member having a grievance against a member of the management committee in the execution of their role must issue their grievance, in writing, to the chairman of the trustees.

## **15. Health and Safety**

### **15.1 Health and Safety Policy**

The Management Committee will undertake to have current Health and Safety Policy in force at all times.

15.1.1 This document will be issued to all Members upon joining the Society.

15.1.2 The Health and Safety Policy will be updated and issued to Members on an annual basis unless current legislation and/or Theatre policy changes, whereby, an interim notice will be issued.

15.1.3 A copy of this document will be made available to all Non Members connected to an individual production.

15.1.4 The Health and Safety Policy does not, in itself, form part of these Rules, however the guidelines relating to it do.



# CORBY AMATEUR THEATRICAL SOCIETY

## Constitution 2018

### **16. Dissolution of the Society**

The Society shall only be dissolved by 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 dissolution. In the event of dissolution, any balance of cash remaining in hand after the realisation of assets and payments of debts, shall not be distributed among the 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 such charitable institutions or institution having objects similar to the objects of the Society, as the Committee with the consent of the meeting shall determine.

### **17. Alteration to the Rules**

- (a) No alteration of these Rules shall be made except at a General Meeting nor unless 21 [Twenty one] days prior to such meeting a written notice of the proposed alteration or of one substantially to the like effect shall have been given to the Secretary who shall give at least 14 [Fourteen] days notice thereof to the Members and the resolutions embodying such proposed alteration shall be carried by a majority of at least two thirds of the votes recorded thereon at the Meeting.
- (b) No alteration may be made to Rules 2, 16 and 17, without the approval of the Charity Commissioners for England and Wales, or other authority having charitable jurisdiction from time to time.