

# WCAODS Constitution 2006 version

## 1 TITLE

The Society shall be known as Walmsley Church Amateur Operatic and Dramatic Society

## 2 RULING BODY

The Vicar and P.C.C. of the said Church.

## 3 OBJECTS

The objects of the Society shall be the study and performance of Operatic Works, Musical Plays and Plays and the raising of funds for the said Church.

## 4 CONSTITUTION

The Society shall consist of subscribing members and may also include as Life Members such other persons as shall have rendered special services to the Society.

## 5 MANAGEMENT

### 5.1 STRUCTURE AND POLICY

[a] The Society shall be managed by a Committee consisting of the following Officers, namely: The President [who shall be the Vicar of the Parish], Vice-President, Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretary, Stage Director, Wardrobe Manager, Refreshment Secretary, Ticket Secretary, Bar Manager, Publicity Officer, Social Secretary and TWELVE other members of which one lady and one gentleman shall be appointed from the cast as their representatives, plus any elected life member of the committee. The majority of the Committee shall be Church Members.

[b] In cases of emergency, the Emergency Management Committee consists of five members, i.e. Chairman, Vice Chairman, Treasurer, Secretary and Assistant Secretary - any THREE of the FIVE members to form a quorum. Decisions taken by the E.M.C. to be referred back to the General Committee for ratification.

[c] Each production by the Society shall be managed by a Production Committee appointed by the General Committee for that Production not less than SEVEN months before the proposed production date. It shall consist of the necessary officers from the following : Director, Musical Director, Choreographer, Stage Manager, Wardrobe Mistress, Wardrobe Master, Property Master/Mistress, Designer(s), Programme Secretary, Accompanist, or others that may be considered necessary by the committee.

[d] the assets of the society shall be vested in two trustees who shall be elected by a general meeting of the society and shall serve until they resign or a motion of no confidence is passed by a general meeting.

[e] The Society will observe the Church Policy on Care of Children and will liaise with the Church Child Care Officer to ensure all who are involved in the supervision of children have the necessary written clearances.

The Financial Year of the Society will commence on January 1 and an annual profit and loss account and balance sheet shall be prepared within TWO calendar months after December 31st in each year.

## 5.2 GENERAL MEETINGS

### Annual General Meeting

The Annual General Meeting of the Society shall be held within 14 days of the Spring show, when the Report of the Committee and the accounts for the past year, duly audited, shall be presented, the Officers, other members of Committee and an Auditor for the ensuing year elected, and all general business transacted.

### Extraordinary General Meeting

An Extraordinary General Meeting of the Society may be called at any time at the discretion of the Committee and shall be called within 21 days after the receipt by the Secretary of a requisition in writing to that effect signed by at least 12 active members. Every such requisition shall specify the business for which the meeting is to be convened and no other business shall be transacted at such meeting.

### Quorum at General Meetings

No business other than the formal adjournment of the Meeting shall be transacted at any General Meeting of Members unless a quorum be present and such quorum shall consist of not less than ONE FIFTH of the Adult Members entitled to vote.

### Resolution at General Meeting

Unless otherwise provided by these rules all resolutions brought forward at a General Meeting shall be decided by a bare majority of the votes properly recorded at such meeting and in the case of an equality of votes the Chairman shall have a second or casting vote.

### Retirement of Officers and Committee

The Committee (including Officers) and the Auditor shall retire annually but shall be eligible for re-election at the Annual General Meeting and if more names are proposed than the number required to fill the vacancies and sufficient names are not withdrawn at such Meeting, the election shall be by ballot. If all the before-mentioned positions shall not be filled at such meeting or any casual vacancy shall thereafter occur the same shall be filled by the remaining members of the Committee.

## Notice of General Meeting

A printed notice of every General Meeting shall be sent to each member at least 14 days prior to the day fixed for such meeting.

## 5.3 COMMITTEE

### Committee's Powers

The Committee shall have power to decide any questions arising out of these rules and all other matters connected with the Society (other than and except those which can only be dealt with by the Society in General Meeting) and make, maintain and publish all necessary regulations in connection therewith.

### Meetings Of Committee

[a] The first meeting of the Committee shall be called by the Secretary and shall be held within 21 days after the Annual General Meeting. All subsequent meetings of the Committee shall be called by the Secretary in accordance with any resolution to that effect passed by the Committee and failing any such resolution at the discretion of the Chairman and Secretary. NINE shall form a quorum.

[b] Attendance at Committee Meetings. The names of all Committee Members attending each meeting shall be recorded in the Minutes together with a list of apologies.

### Appointment Of Sub-Committees

The Committee shall have power to appoint Sub-Committees, to delegate to such Sub-Committees all or any of its powers and shall continue to hold office until the conclusion of the Annual General Meeting at which its successors are elected.

### Selection Of Cast

The cast for any production shall be selected by the Committee or by a Casting Sub-Committee approved by the Committee and containing not less than FIVE of its members.

### Revision Of Cast

The Committee or Casting Sub-Committee shall have power to revise the cast from time to time, if any acting member to whom a character has been assigned shall, in its opinion, prove unsuitable for the part.

### Selection Of Works

The Committee shall appoint a Selection Sub-Committee to select the works to be from time to time produced by the Society.

## Production Account

Within THREE calendar months after the final performance of any work produced by the Society, the Committee shall prepare or cause to be prepared a full statement of the receipts and expenses of each production and the same shall be open for the inspection of members at such time and place as the Committee shall from time to time decide.

# 6 MEMBERSHIP

## Election & Expulsion Of Members

The election and expulsion of Members shall rest solely with the Committee.

## Applications For Membership

Applications for Acting and non-acting membership shall be made in writing signed by the applicant, to the Secretary, who shall submit the same to the Committee for its decision.

## Capabilities Of Candidates For Membership

Prior to election all candidates for Acting Membership shall satisfy the Committee as to their histrionic and/or musical ability.

## Voting On Applications For Membership

The voting on applications for membership shall be taken either by ballot or otherwise as the meeting considering such applications may decide. but no candidate shall be elected as Acting or non-acting member of the Society unless he or she shall receive in his or her favour the votes of at least TWO-THIRDS of the members of the Committee present at the meeting called to consider such applications.

## Life Members

Life Members may, at the discretion of the Committee, be elected on such terms as the Committee may decide.

## Obligations Of Acting Members

Acting members shall, to the best of their ability, play the parts assigned to them whether principal or chorus and obey the directions of the Management at all rehearsals and performances. Acting members shall be prepared to provide any items of apparel not provided by wardrobe which are deemed necessary for a production.

## Attendance At Rehearsals And Performances

A record of attendances of Acting Members at rehearsals and performances shall be kept by the Secretary and the Committee shall have power to prohibit any Member whose attendance at rehearsals shall have been irregular from taking part in the performance of the work in preparation. Acting Members absenting themselves (without explanation) from rehearsals may, at the discretion of the Committee, be deemed to have resigned their parts in the work then in rehearsal.

## Expulsion Of Members

The Committee may, by 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.

## 7 SUBSCRIPTIONS

The annual subscriptions to the Society shall be as determined periodically, at a general meeting of members.

### Payment Of Subscriptions

[a] Annual subscriptions shall become due and be paid to the Treasurer on receipt of notice of election from the Secretary and all subsequent subscriptions shall become due immediately after the A.G.M. and should be paid to the Treasurer/Secretary within FIVE weeks of that date.

[b] The right to audition for parts in a show and the inclusion in the Members Draws shall be subject to the current years' subscriptions having been paid.

### Non-Payments Of Subscriptions

The Committee shall have power by ordinary resolutions to suspend any member whose subscription remains unpaid for a period of TWELVE months or at their discretion terminate the membership of such person and erase his or her name from the register of members, lapsed members must re-apply for membership.

## 8 TICKETS AND BOOKINGS

### Booking Of Tickets

Members may only book the stipulated number of tickets per night as arranged by the Committee, on their own draw number on 'Members Booking Night'.

## Additional Ticket Requirements

If any member requires more than the stipulated number of tickets for any night and obtains them from any other member this must be arranged between the respective members.

## Responsibility For Payment

Each member will be personally responsible for payment to the Ticket Secretary for ALL tickets booked against their respective numbers, and paid for within seven days of the last performance of the show.

## Refund Of Ticket Money

No money under any circumstances can be refunded.

## Responsibility For Unused Tickets

The responsibility of selling unused booked tickets to fall on the member in whose name they have been booked.

# 9 ALTERATIONS TO RULES

No alteration to these rules shall be made except at a General Meeting NOR unless 21 days prior to such meeting a written notice of the proposed alterations or of one substantially to the like effect shall have been given to the Secretary who shall give 14 days notice thereof to the members and the resolution embodying such a proposed alteration shall be carried by a majority of at least TWO-THIRDS of the votes recorded thereon at the Meeting.

# 10 DISSOLUTION

In the event of a decision by a general meeting of members that the society is unable to meet its objectives as stated in section 3 of this constitution, the trustees shall supervise the winding up of the society including realisation of assets and their transfer to Walmsley Church P.C.C.