



WCAODS Constitution

1 Title

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

2 Ruling Body

The Management Committee of the Society.

3 Purposes

The purpose of the Society shall be the performance of Musicals, Plays and other works for the training and enjoyment of members and for the benefit of all parts of the local communities.

4 Constitution of the Society

The Society is a not-for-profit unincorporated association, consisting of subscribing members and Life Members, who have rendered special services to the Society.

5 Management

[a] The Society shall be managed by a Committee consisting of the following Officers: Chairman, Vice Chairman, Treasurer, Secretary, Assistant Secretary, Membership Secretary, Refreshment Manager, Publicity Officer, Social Secretary, two Cast Representatives (one male, one female) and up to FOUR other members. The Committee may co-opt other members onto the Management Committee from time to time as they see fit.

[b] The Vicar of the Church shall be invited to be President of the Society but if they decline, then no President need be elected.

[c] Each production by the Society shall be managed by a Production Committee. It shall consist of the following: Director, Musical Director, Choreographer, Stage Director, Wardrobe Manager, Property Manager, or others that may be considered necessary by the committee.

[d] The Society will liaise with the Church Child Care Officer to ensure all who are involved in the supervision of children have the necessary written clearances.

6 Finances

[a] The Society's money must only be used for the purposes stated in section 3 or for charitable donations.

[b] The society's money must be held in bank accounts in the name of the society. There must be at least two authorised signatories to the accounts, including the Treasurer and up to three others.

[c] Records of all income and expenditure must be maintained by the Treasurer and regularly reported to Committee meetings.

[d] The Treasurer shall prepare a statement of the income and expenditure of each production within THREE calendar months after the final performance.

[e] 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, which must be audited.

[f] Members cannot receive money from the society, except to refund reasonable out of pocket expenses.

7 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 following year should be elected at the AGM and any other matters discussed.

Extraordinary General Meeting

An Extraordinary General Meeting of the Society can be arranged at any time if the Committee decides to do so. It must also be arranged within 21 days if the Secretary receives a written request signed by at least 12 active members. The request must clearly state what the meeting is about, and only that specific business can be discussed at the meeting.

Quorum at General Meetings

The quorum for any General Meeting is ONE FIFTH of the adult members entitled to vote. If fewer members are present, then no decisions can be made, except to formally adjourn the meeting.

Resolution at General Meeting

Unless otherwise stated in this document, all resolutions brought forward at a General Meeting shall be decided by a majority of members' votes. If necessary, 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 with the exception of the Chairman, who shall not hold the role for more than THREE years.

If more than one name is proposed for a role, the election shall be by ballot (e.g. a show of hands). If any roles are not filled, the Committee may later appoint a member to the role.

Notice of General Meeting

A notice of every General Meeting shall be sent to each member at least 14 days prior to the meeting date.

8 Committee

Committee's Powers

The Committee has power to decide how to deal with any issues arising from these rules and any other matters related to the Society, except for those that must be decided by all members at a General Meeting. The Committee can also create, manage, and share any rules or guidelines needed to handle these matters.

Meetings Of Committee

[a] The first meeting of the Committee shall be called by the Secretary/Assistant Secretary to be held within 21 days after the Annual General Meeting. All subsequent meetings of the Committee shall be called by the Secretary/Assistant Secretary. The minimum number of meetings per year should be SIX. The quorum for a Committee meeting is TWO THIRDS of the Officers required.

[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.

[c] If any Committee member has a conflict of interest, they must declare it and leave the meeting while this matter is being discussed or decided.

Appointment Of Sub-Committees

The Committee shall have power to appoint Sub-Committees, and to delegate to such Sub-Committees all or any of its powers.

Selection Of Cast

The cast for any production shall be selected by a Casting Sub-Committee consisting of the Director, Musical Director, Choreographer and one Cast Representative.

Selection Of Works

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

9 Membership & Subscriptions

Applications For Membership

Applications for membership shall be made in writing signed by the applicant, to the Membership Secretary, who shall report all new members to the Committee.

Life Members

Life Members may, at the discretion of the Committee, be elected from time to time.

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 Production Committee at all rehearsals and performances. Acting members should be prepared to provide any items of costume not provided by wardrobe which are deemed necessary for a production.

Expulsion Of Members

The Committee may expel any Member who has repeatedly failed to carry out the work undertaken by the Society and any member whose conduct they consider likely to endanger the welfare of the Society.

Subscriptions

[a] The annual subscriptions to the Society shall be determined annually at the Annual General Meeting

[b] Subscriptions shall be paid to the Membership Secretary or Treasurer once a member has joined the society and all subsequent subscriptions shall become due immediately after the AGM and should be paid by 30th June.

[c] Anyone taking part in a production must have paid their subscriptions, for insurance purposes.

[d] Any member whose subscription is not paid by the due date is deemed to have lapsed their membership.

Tickets

[a] Each member will be personally responsible for payment to the Ticket Secretary for ALL tickets booked against their respective name, by dress rehearsal.

[b] No ticket money under any circumstances can be refunded.

10 Alterations To Rules

No changes can be made to this Constitution, except at a General Meeting and where a written proposal of the changes has been given to the Secretary at least 21 days prior to the General Meeting. The Secretary must then give all members at least 14 days' notice about the proposed changes. For the changes to be passed, at least TWO-THIRDS of the votes cast at the meeting must be in favour.

11 Dissolution

In the event of a decision by a General Meeting that the society is unable to meet its purposes as stated in section 3 of this constitution, the Committee shall supervise the winding up of the society including realisation of assets and their transfer to a charity nominated by the Committee. Should the society be in debt at the time of dissolution, then (under UK law) the members are liable for any and all debts.