

Market Drayton Amateur Operatic and Dramatic Society

CIO Rules of Management

President

The Charity shall have a President appointed by the Executive Committee (Trustees) to chair the Annual General Meeting and be non-voting except as required by clause 19 (3) (c) (Meetings and proceedings of charity trustees) of the Constitution.

Honorary Officers

The Charity shall have a Chair, a Treasurer and a Secretary appointed by the Executive Committee from the trustees elected at the AGM.

Chair's Executive Powers

- a) The Chair of the trustees shall have executive power to act on behalf of the Executive Committee (Trustees) in an emergency.

Points of Order

The Chair's decision on all points of order at meetings shall be final.

Inspection of Minutes

The minutes of the Charity shall be available for inspection by a member of the Charity, at the discretion of the Chair of the Trustees, in the presence of a member of the Executive Committee (Trustees).

Non-Executive Appointments

Non-executive posts (e.g. Front of House Manager, Subscription Secretary, Social Secretary, Publicity, etc.) shall be applied for in line with the procedure for committee members at the AGM and appointed by the committee as required at their first meeting after the AGM. The results to be published in the next newsletter.

Annual General Meeting

- a) The Annual General Meeting of the Charity shall be held in the month of June or as soon as practicable thereafter.
- b) Every Annual General Meeting shall be called by the Executive Committee (Trustees) giving at least 21 days' notice to all members of the Charity. Attendance is open to all members of the Charity and to non-members. Only Adult and Young Adult members shall be eligible to vote at the meeting (i.e. not Juniors or Friends.)
- c) The President of the Charity shall be the chairman of the Annual General Meeting, but if he or she is not present, the persons present shall appoint a chairman of the meeting.

- d) The Executive Committee (Trustees) shall present to each Annual General Meeting the report and accounts of the Charity for the preceding year, and all general business shall be transacted.
- e) Resolutions for consideration at the Annual General Meeting must be received by the Secretary at least 14 days before the meeting.
- f) Nominations for election to the Executive Committee (Trustees) must be made by members of the Charity in writing and must be in the hands of the Secretary at least 7 days before the Annual General Meeting. Should nominations exceed vacancies, election shall be by ballot at the meeting.

Membership

- a) Application for membership shall be made on the form provided. Applicants will be made aware of the Constitution and Rules of Management which can be viewed online or in hard copy in Adastra.
- b) The Society may invite members of the public to become 'Friends/Patrons' of the Society. The Friends/Patrons fee shall be determined at the Annual General Meeting. Friends/Patrons shall receive copies of the Newsletter. Friends/Patrons of the Society shall not be entitled to vote, stand for office or be cast to perform in productions, but may convert to full membership during the year by paying the balance between the Friends/Patrons and Full Member subscriptions.

Junior Theatre Workshop

Junior members may join the Junior Theatre Workshop, subject to space being available, which shall operate in accordance with rules laid down from time to time by the Executive Committee (Trustees) to achieve the objects set out in Clause 3 (2) of the Constitution.

Subscriptions and Fees

The annual subscriptions and entrance fees (if applicable) shall be recommended by the trustees and voted on each year by the members at the Annual General Meeting.

Payment of Entrance Fees and Subscriptions

Entrance fees (if applicable) and first annual subscriptions shall become due and be paid to the Subscription Secretary on receipt of the signed application form. All subsequent annual subscriptions shall become due at the AGM in each year and shall be paid to the Subscriptions Secretary not later than the 30th September following. New members joining after the 1st January shall pay half the Annual Subscription – to apply in the first year only.

Non-Payment of Subscriptions

The Executive Committee has discretion, but all membership privileges will normally be suspended automatically if a member's subscription remains unpaid after 30th September.

Accounts

- a) The financial year of the Society shall commence on 1st June and an annual profit and loss account and balance sheet shall be prepared within two calendar months after 31st May in each year.
- b) The Treasurer shall, within two calendar months of the end of any function, prepare a balance sheet which shall be open for inspection by the members.

Proposals for Productions

- a) Any member wishing to propose a production shall submit such to the Secretary by a specified date with a brief written synopsis.
- b) The Executive Committee (Trustees)'s decision on productions and production dates shall be final.

Procedure for Appointing Producers

- a) Applications for a producer will be advertised in the newsletter with a published closing date. The advert to appear in at least two consecutive newsletters.
- b) All applications received by the closing date will then be considered by the committee and a producer chosen as appropriate.
- c) Applicants' names will not be published prior to the appointment of a producer.
- d) Anyone applying to produce prior to the slot being advertised will be held on file until the closing date and then considered along with all applications.
- e) Failing any applications by the closing date, the committee will be free to appoint a producer as appropriate.
- f) All applications must be in writing to the Secretary who will be happy to discuss any queries over the phone or obtain appropriate advice.
- g) In the case of co-productions, one of the co-producers must be nominated to liaise with the committee.

Producers

- a) Any member may apply to produce a selected production.
- b) Producers for all productions will be selected by the Executive Committee (Trustees).
- c) The Producer shall be required to liaise with the Executive Committee (Trustees) to report on the overall progress of the production on a regular basis.
- d) The Producer will not be permitted to take a major part in the production without the agreement of the Executive Committee (Trustees).
- e) 'Guidelines for Producers' will be issued to the producers of all shows.

Casting

- a) Casting will be at the discretion of the Producer initially by a read/sing through process comprising of a minimum of two read/sing throughs, with an option of up to two further read/sing throughs if required. The decision to be taken at the final read/sing through. If the producer feels that the competition for parts is extensive then the following audition process comes into play:

Candidates will be given a set piece and/or song to prepare for their audition. Auditions to be held as soon as possible at a set venue. The final casting decision to be taken by the Producer, Co-Producer (when applicable), Musical Director (when applicable), Choreographer (when applicable) and overseen by the Chair of the Society or their delegated representative. The notification of casting is at the discretion of the producer.

- b) In the event of difficulties over casting the Executive Committee (Trustees) decision shall be final, after consultation with the Producer.

Obligations of cast members

- a) Cast members will be expected to attend rehearsals regularly and comply to the best of their ability with the directions given by the Producer and/or the Musical Director.
- b) During the production, cast members are under the direction of the Stage Manager and will be expected to comply with his/her requests.
- c) The Society's rule is that the consumption of alcohol is not allowed either during rehearsals or performances of the show.

Floral Presentations

Floral presentations should be decided by the Producer in consultation with the Executive Committee (Trustees) for each production

After Show Parties

- a) Official After Show Parties must be arranged in consultation with the Executive Committee (Trustees).
- b) In the event of an after-show party being held on licensed premises, no-one under the age of 15 may attend. Persons above the age of fifteen but under the legal age requirements for the consumption of alcohol (subject to age restrictions at the venue) may only attend under the supervision of a parent or guardian.

Alterations to the Rules of Management

These rules may be added to, repealed or amended by resolution of the Executive Committee (Trustees). Notice of that resolution will be given to all members. If no objection is received within 21 days of that notice, then that resolution will take effect. If more than 20 objections are received, a meeting between the objectors and the Executive Committee (Trustees) shall be called. If the objections are resolved the resolution will stand. If the objections are not resolved then a General Meeting of the members shall be called to discuss the resolution.