

# Constitution & Rules



Current at 30<sup>th</sup> June 2018 – not valid if printed

## **1.0 Title**

The Society shall be called “Bookham Light Operatic Society”

## **2.0 Objects**

- 2.1. The object of The Society shall be to educate the public in the arts and science of music, opera and operetta.
- 2.2. In furtherance of the above object but not further or otherwise The Society through its committee shall have the following powers:-
  - a) To organise and provide or to assist in the organisation and provision of a regular programme of concerts, recitals and other musical pieces.
  - b) To raise funds and to 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 for its charitable objects.
  - c) To do all such lawful things as shall further the above object.

## **3.0 Constitution**

- 3.1. The Society shall consist of Members and Honorary Members in accordance with rule 4.
- 3.2. The affairs of The Society shall be managed by a General Committee in accordance with rule 5.

## **4.0 Membership and Subscription**

- 4.1. Application for Membership of The Society shall be submitted to the General Committee who shall have the power to accept, withhold or terminate the membership of any person with or without any stated reason.
- 4.2. Annual subscriptions for members and acting members of The Society will be determined by the committee at a properly constituted Committee Meeting and will be due on the 1st August of Each Year.
- 4.3. At the discretion of The Committee, Membership shall be deemed to have lapsed if any members subscription be still unpaid by 1st October.
- 4.4. Members shall:
  - a) be entitled to vote at any General Meeting of The Society.
  - b) be notified of all activities of The Society.
  - c) be entitled to audition for any principal part or submit for selection for chorus of any of The Society's productions.
  - d) be entitled to three weeks advance booking at the Box Office before the general public.
- 4.5. The Society shall have the power to confer Honorary Life Membership on any person for special services to The Society.

## **5.0 Management**

**5.1.** The General Committee shall consist of;

- a) The Chairman
- b) Hon. Secretary
- c) Hon. Treasurer
- d) Seven other Members

5.1.d.1. all to be elected at the Annual General Meeting

**5.2.** The Committee shall be empowered to:

- a) Co-opt any Member of the Society with or without power.
- b) Appoint Sub-Committee as required provided all actions of any Sub-Committee are reported to The Committee as soon as possible and provided further that no Sub-Committee shall expend any of the funds of The Society without the Prior consent of The Committee.
- c) Choose works for presentation by The Society and make all arrangements for such productions.
- d) Arrange Suitable casting of roles for any production.
- e) Engage the services of persons necessary for any production.

**5.3.** The Committee shall meet from time to time as required and a quorum shall consist of four Members. The Chairman shall have a second or casting vote at Committee Meetings.

**5.4.** In emergencies, the Chairman shall act in conjunction with the Hon. Secretary and / or Hon. Treasurer when time does not permit the holding of a Committee Meeting. Such action shall be submitted to the Committee as soon as possible.

**5.5.** Any Committee member who misses three or more Committee Meetings in a year, shall automatically relinquish their position on the Committee. They may be invited to rejoin The Committee at the discretion of the remaining Committee Members

## **6.0 Finance**

**6.1.** The Funds of The Society shall be applied solely to the stated objects of The Society.

**6.2.** The Financial Year of the Society shall commence on 1st August and a Profit & Loss Account and Balance Sheet of the preceding twelve months shall be duly audited by the Honorary Auditors in time for the AGM.

**6.3.** All Sums collected or donated to the Society shall be handed over to The Treasurer who shall pay the same into a Bank Account in the name of The Society. Cheques shall be signed by at least two persons so authorised by The Committee, which persons shall be members of The Committee.

## **7.0 General Meetings**

**7.1.** The Annual General Meeting of the Society shall be held not less than 11 months and not more than 15 months from the previous AGM to transact the following business:

- a) To receive the report of the previous years activities.
- b) To approve the audited statement of accounts for the previous financial year and to year and to receive an interim report as to the financial position of the current year.
- c) To elect The Officers and Executive Committee for the current year, nominations to be made to the Hon. Secretary not later than seven days prior to The Annual General Meeting, the consent of the nominee having first been obtained.
- d) To elect the Hon. Auditor(s), who shall not be a member of the General Committee.
- e) To decide on any resolution which may be submitted to the meeting as hereinafter provided.
- f) To deal with any special matters which The Committee desires before the Members and to receive suggestions from Committee Members for consideration by The Committee.

**7.2.** Extraordinary Annual General Meeting shall be convened at any time at the instance of not less than fifteen members whose subscriptions have been paid, or at the request of the General

Committee within 21 days of notice being given, Such meetings will transact only the business specified in the request.

- 7.3. Not less than 14 days notice of any General Meeting shall be given to Members.
- 7.4. No Member desirous of moving any resolution at a General Meeting shall move such resolution save with the consent of the Chairman, unless notice thereof shall have been given in writing to The Hon. Secretary and not less than 10 days before such a meeting.
- 7.5. Resolutions at General Meetings shall be decided by simple majority, except as provided for in General Rules 8.7 and 8.8 and will be by a show of Hands unless otherwise directed by The Chairman.
- 7.6. No business shall be transacted at any General Meeting unless a quorum of 50% of the Membership or 15 members, whichever is the lower, are present. If a quorum is not present within 30 minutes of the advertised start of the meeting, a further meeting shall be called for which ever member will be given at least seven days notice. That meeting shall be entitled to transact all business, regardless of attendance.

## **8.0 General Rules**

- 8.1. All monies due and owing to The Society including subscription of members shall be recoverable at law in the name of The Society.
- 8.2. Any member desirous to bring forward any complaint or grievance shall notify the Hon. Secretary in writing for submission to the next meeting of the General Committee.
- 8.3. The Musical Director, or a nominated representative, shall control all musical rehearsals and the Director, or nominated representative shall control the stage rehearsals with assistance of the Musical Director.
- 8.4. All members shall be expected to attend such rehearsals for which they are called, unless permission for such absence has been given by The Director or Musical Director as appropriate. Members who persistently default under this rule render themselves liable to dismissal from any production by the General Committee.
- 8.5. In the event of there being more applicants for chorus parts than required for any production, the choice shall be resolved by simple musical audition.
- 8.6. Alterations to The Constitution shall receive the assent of two thirds of the members present and voting at an Annual General Meeting or a Special General Meeting. A resolution for the before the meeting at which the resolution is to be brought forward. At least fourteen days notice of such a meeting must be given by the Secretary to the membership and must include notice of the alteration proposed. Provided that no alteration shall be made to Clause 2 (Object). Clause 8.7 (Dissolution) or this clause, until approval in writing of the charity Commissions or other authority shall have been obtained; and no alteration shall be made which would have the effect of causing The Society to cease to be a charity in law.
- 8.7. The Society may be dissolved by a Resolution passed by two thirds majority of those present and voting at a Special General Meeting convened for the purpose of which twenty one days notice shall have been given to the members. Such resolution may give instructions for the disposal of any assets held by or in the name of The society, provided that if any property remain after the satisfaction of all debts and liability, such property shall not be paid to or distributed among the members of The Society but shall be given or transferred to such other charitable institution or institutions having objects similar to some or all of the objects of The Society, as The Society may determine and if and in so far as effect cannot be given to this provision then to some other charitable purpose.

## Interpretation of the Rules

**Clause 4.3 –** The committee will usually review membership subscriptions after a show has been cast.

It will not usually be necessary for a members subscription to be paid as a condition of auditioning.

A member who has not renewed his/her annual subscription by the commencement of the AGM may attend the AGM but may not vote on any business conducted at that meeting and may not be included in the member making up a quorum of members thereat.

**Clause 5.2 –** Auditions will be open to members and to non members, although members have the right to audition if they so wish.

A non member who is allocated a role will be required to pay a membership subscription and a show subscription, such amounts to be determined by the committee.

No member who is allocated a role in a production will be paid any remuneration for that role.

If it is necessary to look beyond the membership for a person or persons required to complete a production and a payment is required by them, then the committee has the right to make such payments as they think prudent and proper.