



# **THE CONSTITUTION OF THE COMPANY OF FOUR MUSICAL THEATRE SOCIETY**

## **1. TITLE**

The Society shall be called 'The Company of Four Musical Theatre Society'.

## **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:-

- i. To promote plays, dramas, comedies, opera, operettas and other dramatic and operatic works of educative value.
- ii. To purchase acquire and obtain interests in the copyright of or the right to perform or show any such dramatic or operatic works.
- iii. To purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects.
- iv. 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.
- v. To do all such other things as shall further the objects of the Society

## **3. MANAGEMENT**

### **3.1 Committee**

The Society shall be managed by a Committee consisting of four Executive Officers: Chairman, Vice-Chairman, Treasurer and Secretary together with five or more other full members. The duties and responsibilities of the non executive officers will be decided by the Committee.

### **3.2 Retirement and Re-Election of Officers and Committee**

The Committee (including the Officers) and the Auditor or Independent Examiner shall retire annually but shall be eligible for re-election. The names of candidates for these positions shall be sent to the Secretary in writing 21 days at least before the Annual General Meeting and if more names are proposed than the number required to fill vacancies and the sufficient names are not withdrawn at or before such meeting, the election shall be by ballot.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.

### **3.3 Annual General Meeting**

The Annual General Meeting of the Society shall be held in the month of September, when the Report of the Committee and the accounts for the last year, duly audited or examined, shall be presented and a new Committee re-appointed. A quorum shall consist of not less than 20 persons present and entitled to vote.

### **3.4 Notice of Annual General Meeting**

All current members shall have a notice of the date of the AGM, 35 days before the AGM. All proposals must be delivered in writing or e-mail to the Secretary at least 21 days before the meeting. All nominations for Committee require to be proposed and seconded together with the nominee's agreement. A notice of every Annual General Meeting shall be sent to each member at least 14 days prior to the day fixed for such meeting. The Statement of Accounts for the past year will be made available upon request by any member 21 days in advance of the meeting.

### **3.5 Extraordinary General Meeting**

An Extraordinary General Meeting of the Society may be called at any time at the discretion of the Committee or a proposition signed by 10 full members of the Society, and shall be called within 21 days after the receipt by the Secretary, of a requisition in writing to that effect. Every such requisition shall specify the business for which the Meeting is to be convened and no other business shall be transacted at such a meeting.

### **3.6 Resolution at General Meeting**

Unless otherwise provided by this Constitution, all resolutions brought forward at a General Meeting shall be decided by a simple majority of the votes properly recorded at such meeting and in the event of a tied vote the Chairman will have a casting vote. The number of votes cast for and against, must be recorded in the minutes of that meeting.

### **3.7 Meetings of Committee**

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. Five Committee Members shall form a quorum.

### **3.8 Committee's Powers**

The Committee shall have the power to decide upon any questions arising out of this Constitution and all other matters connected with the Society (other than and except those which can only be dealt with by the Society in an Annual General Meeting) and make and maintain and publish all necessary orders, regulations and bye-laws in connection therewith.

### **3.9 Dissolution of 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 payment 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.

### **3.10 Appointment of Sub-Committee**

The Committee shall have power to appoint Sub-Committees, to delegate to such Sub-Committees all or any of its powers, provided that all such acts and proceedings of any such sub-committees shall be fully and promptly reported to the Committee and shall continue to hold office until the conclusion of the Annual General Meeting at which its successors are elected.

## **4. MEMBERSHIP**

### **4.1 Constitution**

The Society shall consist of Full, Associate and Life Members. A Life President maybe be appointed at the discretion of the Committee.

### **4.2 Eligibility for Membership**

Membership shall be open to all those having sympathy with the objects of the Society and desiring actively to further it.

### **4.3 Membership Categories**

- i. Full Single Membership – All members over the age of 18 will have full membership rights, but those under 18 years will be asked to provide a named adult (parent or guardian) and this named person will have full voting rights but will not have the rights to perform on stage
- ii. Full Family Membership - Open to a family which lives at the same address, this will consist of maximum two adults, any amount of children up to the age of 18
- iii. Single Show Full Membership – can be granted by the Committee in exceptional circumstances
- iv. Life Members – may be appointed at the discretion of the Committee following special services rendered to the Society. These individuals will have full voting rights and be able to perform on stage
- v. Associate Membership - May attend all functions and assist in helping with productions, but have no voting rights and cannot appear in any productions

All members coming under any of the five categories of membership above are bound to keep to this Constitution.

### **4.4 Applications for Full Membership**

Full membership shall be granted following completion of a Membership Form and returning it, along with the required subscription, to the Membership Secretary.

### **4.5 Applications for Associate Membership**

Those wishing to become Associate Members can contact the Membership Secretary at any time to ask to be included.

### **4.6 Subscriptions**

The annual subscription shall be decided by the Committee at its July meeting and will be presented to the Annual General Meeting in September as a Committee resolution.

### **4.7 Non-Payment of Subscriptions**

The Committee reserves the right to suspend privileges of membership to any full member whose subscription remains unpaid two months after the payment request was made.

#### **4.8 Expulsion of Members**

Any member of the Society who in the opinion of the Committee confirmed by an Extraordinary General Meeting of the Society shall be guilty by his 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. The Committee may, by a unanimous vote, remove from the list of Members the name of any Full 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.

### **5. PRODUCTIONS**

#### **5.1 Selection of Works**

All proposals or suggestions for productions to be performed by the Society shall be submitted to the Committee for consideration. The Committee will vote on and agree each production.

#### **5.2 Selection of Production Team**

For each production the Committee will agree the appointment of a Director and Producer. The formation of a full production team will be at the discretion of the selected Director and Producer.

#### **5.3 Selection of Cast**

The cast for any production shall be selected by an audition process overseen by a Production Team consisting of not less than three members.

#### **5.4 Revision of Cast**

The 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.

#### **5.5 Obligations of Acting Members**

Performing members shall to the best of their ability play the parts assigned to them, whether principal or chorus and obey the directions given at all rehearsals and performances.

#### **5.6 Control of Rehearsals**

The Musical Director or Choreographer shall conduct and control all music rehearsals and the Director shall control all stage rehearsals, unless delegated to a nominated person, but the Producer will remain in overall control of the production.

#### **5.7 Attendance at Rehearsals and Performances**

A record will be kept of the attendance of members under age 16 at rehearsals and performances in line with Safe Guarding practice. The Committee shall have the power to exclude any member whose attendance at rehearsals is irregular.

### **6. FINANCE**

#### **6.1 Funds and Payments**

The funds of the Society shall be applied solely to the stated objects of the Society. No member of the society shall receive payment directly or indirectly for services to the Society or for other than legitimate expenses incurred in its work.

## **6.2 Financial Year**

The financial year of the Society shall commence on 1<sup>st</sup> July and an annual profit and loss account and balance sheet shall be prepared within two calendar months after 30<sup>th</sup> June in each year.

## **6.3 Adjustment of Subscriptions**

The Committee shall have power to remit such portion of the subscription as they think right in the case of Members leaving the Society and resigning their membership before the end of any membership year.

## **6.4 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 14 days after the conclusion of the final performance.

## **6.5 Production Account**

Within two 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.

## **6.6 Recovery of Money due to the Society**

All moneys due and owing to the Society, including the Entrance Fees and Subscriptions of Members, shall be recoverable at law in the name of the Treasurer.

## **7. ALTERATION TO THE CONSTITUTION**

- i. No alteration of this Constitution shall be made except at an Annual General Meeting. Notification of any alteration to the Constitution will be submitted to the Secretary 21 days prior to the AGM. The Secretary shall give 14 days notice thereof to the members of the proposed alteration. Acceptance of this alteration shall be carried by a majority of at least two thirds of the votes recorded at the Meeting. Such a proposition must be proposed by at least 5 full members.
- ii. No alteration may be made to Objects without the approval of the Charity Commissioners for England and Wales or other authority having charitable jurisdiction from time to time.