



METHWOLD THEATRE CLUB

RULES & CONSTITUTION

This constitution was adopted by the Methwold Theatre Club at its Inception Meeting on 20th July 2011.

NAME, AIMS AND OBJECTIVES

- The Society shall be called the Methwold Theatre Club.
- The Society has been formed for the reading and performance, public or otherwise, of plays and similar works, to further constructively in all possible ways the development and interests of Amateur Theatre, and to keep alive the Spirit of the Theatre generally.
- We also aim to provide a leisure and social activity, reasonably priced entertainment and opportunities in all aspects of stagecraft to all sectors of the community.
- The Club is a non-profit making organization.

MANAGEMENT – OFFICERS AND COMMITTEE

- The Society shall be managed by a Management Committee of elected Officers and Ordinary Committee members drawn from the Society's membership as follows:
 - Chairperson – who will preside and have a casting vote at Committee meetings
 - Vice-Chairperson
 - Secretary
 - Treasurer
 - Four paid-up members.
- As a matter of course the chosen directors of the seasons main productions shall take positions on the Management Committee (either as officers or Ordinary members).
- A quorum shall consist of five Committee members of whom two must be Officers.
- The Committee has the power to elect a temporary chairman should the elected chair or vice-chair not attend a meeting.
- The Committee must ensure that minutes are kept of each of meeting.
- All Officers and Committee members shall serve for one year until the next Annual General Meeting, but shall be eligible for re-election for a further year.
- Members shall only be permitted to serve on the Management Committee for two consecutive years unless taking an automatic place as director of a production, and in no circumstances will a Member take an Officer role for more than two consecutive years.

- The Management Committee shall have the power to co-opt from membership to fill any casual vacancy on the Committee until the next Annual General Meeting.
- The Management Committee shall have the power to appoint competent people to undertake all aspects of each production and the Society's affairs.
 - All casting decisions will be made by the Officers and the Production Director with the latter retaining any final casting decisions.
 - Other appointees are required to report to the Management Committee from time to time, but do not carry voting rights, which remain with the elected members.
 - The Management Committee shall have the power to dismiss any appointees if proved to be necessary.
- The Committee or Members may propose any alterations to the Rules but these must be confirmed at the Annual General Meeting or Extraordinary Meeting convened for the purpose before they can take effect.

ANNUAL GENERAL MEETING MINUTES AND EXTRAORDINARY GENERAL MEETINGS

- The Annual General Meeting shall be held each year not later than 30th July to transact the following business:
 - To receive and approve the report of last year's activities
 - To receive and approve the Treasurer's report, statement of income and expenditure and current balance
 - To agree levels of future subscriptions
 - To elect Officers, Production Directors and Committee for the ensuing year
 - To consider and vote on any resolutions affecting the management, activities and well-being of the Society as submitted in accordance with the Rules of the Society.
- Not less than 40% of members, paid up as at the end of the previous financial year, shall constitute a quorum.
- Notice of any particular resolution, which any member may wish to raise at the AGM or EGM, shall be given in writing to the Secretary at least six days before the meeting.
- Notice convening the AGM shall be given or sent in writing to members not less than 14 days before the Meeting.
- An Extraordinary General Meeting may be convened at any time by the Committee within 21 days from the requisition in writing signed by not less than six members, specifying the object of the Meeting. Notice of such a Meeting shall be sent to all members not less than 7 days before the Meeting specifying the matters to be dealt with.
- If more than one member is nominated for Office at the AGM, the voting shall be by secret ballot paper.
- There should be provision for Any Other Business to be discussed at an AGM, even if not notified in advance in writing. No resolution from such Any Other Business may be enacted before the next AGM or any earlier EGM called for that purpose.

SUBSCRIPTIONS AND FINANCE

- The level of the Annual Subscriptions shall be agreed at the AGM.
- Membership of the Society shall be deemed to have lapsed if the subscription fee has not been paid within three months of the last AGM.
- The financial year shall end on 30th April each year on which date all Accounts of the Society shall be balanced.
- The Committee shall have power to authorise donations of any amount to local charities at any time.
- The Chairman and Secretary will each be authorised to co-sign all cheques on behalf of the Society together with the Treasurer.
- Should the club have to close, an EGM must be called to decide the disposal of any assets.

VISITORS

- Members may introduce visitors at rehearsals and readings and shall be responsible for their behaviour.

REGISTER OF MEMBERS

- The Secretary shall maintain a Register of members, including addresses and this shall be produced and confirmed at the AGM.
- The Treasurer shall provide the Secretary with an up-to-date list of paid up members as soon as the AGM date is set, in order that they may be notified of the meeting in writing.
- Members must notify the Secretary of any change of address or alteration of other details in the register.

PRODUCTIONS

- The club will aim to produce three main productions each year timed to coincide with the three school half-term weeks.
- Further productions including pantomimes and children's productions may be added to the programme at the discretion of the Management Committee.
- The Management Committee shall be responsible for approving the works to be performed, the venues, the dates, the admission charges and the satisfactory presentation by the Society to the public.
- Each and every member of the Society is responsible for his or her part in the production, the quality and the financial success and, if able, should undertake a share in the sale of tickets, publicity, fund-raising and the like.
- All participants in a production must be fully paid up members unless otherwise approved by the Committee.
- Anyone wishing to audition for a production must be also a paid up member unless otherwise approved by the Committee.
- A register is maintained of all participants for each and every show.
- Members shall not consume alcohol anywhere at a production venue before or during a performance (i.e. backstage, dressing rooms on stage etc.)

MEMBERSHIP

- All applications, for membership, shall be approved by the Committee.
- Membership by persons below the age of sixteen will conform with the requirements of the Child Protection Act.
- Expulsions must be by the vote of not less than a quorum of the Committee.
- If membership is terminated by expulsion, the subscription paid for the current year may be wholly or partly returned to the expelled member at the discretion of the Committee.
- No expelled member may be introduced, by any other member, as a visitor.