

MATLOCK MUSICAL THEATRE

CONSTITUTION AND RULES

- 1) **TITLE:** The Society shall be called **MATLOCK MUSICAL THEATRE**.
- 2) **OBJECTS:** The objects of the Society shall be the study and performance of all kinds of musical, dramatic and dancing arts in order to provide education and entertainment for the local community.
- 3) **FUNDS:** The funds of the Society shall be devoted solely to the stated objects.
- 4) **MANAGEMENT:** The management of the Society shall be in the hands of the Committee headed by the Chairman, Secretary and Treasurer who will be elected annually. Each officer shall be eligible for re election provided that he or she shall not serve for a consecutive period of more than three years in the case of the Chairman and five years in the cases of the Secretary and Treasurer. Any retiring officer shall be eligible for re election after one year. One half of the members of the Committee shall retire annually but shall be eligible to offer themselves for re-election. The name of the Committee members to retire at the end of the first year shall be determined by lot and thereafter by rotation. Musical Director, Producer and Stage Manager can attend meetings by invitation. The quorum for a Committee Meeting shall be 4 members. The Committee shall have the power to carry out the general management of the Society, to delegate any of its powers to sub-committees appointed by itself, and to co-opt on the Committee or on to any sub-committee any member of the Society. The choice of future presentations shall be made by the Committee.
- 5) **SUBSCRIPTIONS:** Subscriptions shall be due in September each year or upon joining and persons whose subscriptions remain unpaid at the auditions will no longer be considered members and will not be able to perform in the shows.
- 6) **ANNUAL GENERAL MEETING:** The A.G.M. shall be held within 4 months of the Society's major production each year to transact the following business:
 1. To Receive the Chairman's Report and Treasurers Statement of Accounts for the previous year ending at the end of August.
 2. To Elect Officers and Committee for the ensuing year.
 3. **To consider any other business of which due notice shall be given in writing**

The meeting shall be called by the Secretary in writing at least 14 clear days before the appointed date. Every member shall be sent a notice of the meeting and a copy of the Minutes. A third of the current year's membership shall form a quorum at the A.G.M.
- 7) **EXTRAORDINARY MEETINGS:** An Extraordinary General Meeting (E.G.M) may be convened at any time at the request of not less than 12 members, or at the request of the committee, within 20 days of the requisition being received in writing by the Secretary. Notice convening an E.G.M shall be sent to all members not less than 10 days before the appointed date. 12 members shall form a quorum at an E.G.M.
- 8) **ALTERATIONS TO CONSTITUTION AND RULES:** Notice in writing to the Secretary must be sent at least 30 clear days before the A.G.M., signed by the proposer and seconder of any proposed alterations. Notice of the alterations must be included in the notice convening the meeting.

- 9) **COMPLAINTS:** Any member desiring to bring a complaint or grievance before the committee shall notify the Secretary in writing, who shall then bring it to the notice of the Officers and Committee.
- 10) **COPIES OF CONSTITUTION AND RULES:** Copies of the Constitution and Rules shall be given to each member of the Society on payment of the first subscription.
- 11) **TERMINATION OF THE SOCIETY:** The Society shall not be terminated except by resolution of an E.G.M. passed by at least three-quarters of the paid-up members present, convened in accordance with Rule 7 for that purpose. In the event of dissolution the balance of the funds of the Society after payment of all debts, shall be devoted to objects similar to those of the Society or to other charitable purposes approved by the membership.
- 12) **PAYMENTS:** No payment, either direct or indirect, may be made to any member of the Society for services other than legitimate expenses, but the Committee may, at its discretion appoint and pay an outside professional Producer, Musical Director, **Choreographer**, Conductor and musicians.
- 13) **CASTING:** The casting of each public production shall in the first instance be by audition of applicants and strictly on merit. Members of the society and any other interested parties are all eligible to audition. Selection will be made by a majority decision of the auditioning panel. The panel will consist of the Producer, Musical Director, Choreographer and one or more committee members as required. On acceptance of a role a successful applicant will be expected to become a paying member of the society if they are not so already. If there is no suitable applicant for any role the casting panel shall have the authority to invite suitable persons from within or outside the society to take the role. Since all the cast need to be covered by the society's indemnity insurance so a nominal fee to cover this will be required from any invited performers.
- 14) **REHEARSALS:** If a member of the cast absents him or herself from rehearsals on three consecutive occasions without explanation or just cause it will be considered that he or she has withdrawn from the production. A Registrar will be appointed to keep an attendance record.
- 15) **AUTHORIZATION:** No member shall purchase goods, or enter into any engagement or agreement on behalf of the Society without the authority of the Committee.
- 16) **APPOINTMENTS:** The Committee shall appoint the Musical Director, Producer, Choreographer and as found necessary, any officials whose election is not provided for elsewhere.
- 17) **SUBSCRIPTIONS:** The annual subscription shall be reviewed at each Annual General Meeting.