

# SIDMOUTH ARTS CLUB OPERATIC SOCIETY

## RULES

AS APPROVED BY THE ANNUAL GENERAL MEETING OF SEPTEMBER 27<sup>TH</sup> 2013.

1. TITLE: The Society shall be called “The Sidmouth Arts Club Operatic Society”.

2. OBJECT: The Object of the Society shall be to educate the public in musical theatre and arts in particular drama and opera.

In furtherance of the above Object but not further or otherwise the Society through its Management Committee shall have the following powers: -

- a) to promote plays, drama, comedies, operas, operettas musicals and other dramatic and operatic works of educative value;
- b) to purchase acquire and obtain interests in the copyright of or the right to perform or show any such dramatic or operatic works;
- c) to purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects;
- d) to raise funds and invite and receive contributions from any person or persona whatsoever by way of subscriptions, donations and otherwise; provided that the Society shall not undertake any permanent trading activities in raising funds and shall conform to any relevant requirements of the law;
- e) subject to any consents required by law to sell, lease or dispose of all or any part of the property of the society.
- f) to do all such other lawful things as shall further the objects of the Society.

3. MEMBERSHIP:

a) The Society shall consist of Patron, President, Acting and non-Acting (Associate) members. (Non-Acting members who pay the appropriate fee shall be called Vice Presidents). Junior membership shall be open to those under the age of 18. Life Members shall have rendered special services to the Society. Life Membership shall be given on the recommendation of the Management Committee and by ratification of such recommendation at an A.G.M.

b). *ELIGIBILITY FOR MEMBERSHIP*: Membership shall be open to all those over 18 years of age having sympathy with the objects of the Society and desiring actively to further it and pay any entrance fee and annual subscription prescribed by the Rules. Junior membership is open to those under the age of 18 years. Junior members are not entitled to become trustees and cannot vote at General meetings of the Society. Membership does not automatically entitle persons to take part in any of the Society’s productions.

c) *APPLICATION FOR MEMBERSHIP*: Application for Acting and Non-Acting membership shall initially be made in writing to the secretary or membership secretary by the completion of an application form signed by the applicant. Prior to acceptance candidates for Acting membership may

be required to satisfy the Management Committee as to their histrionic and/or musical ability. The Management Committee may, at their discretion, refuse membership to any person without explanation.

d) *EXPULSION OF MEMBERS:*

The privilege of membership may be withdrawn by unanimous vote of the Management Committee from any member whose conduct it considers is likely to be detrimental to the Society.

#### 4. PUBLICATION OF RULES

The Society's rules will be published on the Society's website [www.sacos.co.uk](http://www.sacos.co.uk).

#### 5. FINANCE

a) *SUBSCRIPTIONS:* The subscription to be paid by members shall be such sum as the Society may determine at an Annual General Meeting. The subscription shall be due and payable to the Treasurer or Membership Secretary on the 1st August. Any member whose subscription is not fully paid by the 30th of September shall forfeit his/her membership, unless for good reason the Management Committee decides otherwise.

b) *FINANCIAL YEAR:* The Financial Year of the Society commences on the 1st August. The accounts shall be examined by an independent financial examiner in accordance with the Charity Act 1993 (or any statutory re-enactment or modification of that act). An annual statement of accounts will be prepared within reasonable time and not later than the 31st August.

c) *TREASURER'S RESPONSIBILITY:* 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. Society cheques shall be signed by at least two persons so authorised by the Management Committee, which persons may be either Trustees of the Society or members of the Management Committee.

#### 6. GENERAL MEETINGS

a) *ANNUAL GENERAL MEETING:* An Annual General Meeting shall be held during the month of September each year. The ordinary business at such meeting shall be the presentation of the Reports of the Management Committee, the Treasurer's Accounts duly examined by the Financial Examiner appointed at the preceding Annual General Meeting, the election of the Officers and Management Committee in accordance with rule 6), a Financial Examiner for the ensuing year, the election of Life Members, if any, and all general business, falling within the province of an Annual General Meeting.

b) *EXTRAORDINARY:* An Extraordinary General Meeting of the Society may be called at any time at the discretion of the Management Committee, or within 21 days after the receipt by the Secretary of a requisition in writing signed by at least 12 Members. Every such requisition is required to specify the business for which the Meeting is to be convened and no other business shall be transacted at such Meeting.

c) No business other than the formal adjournment of the Meeting is allowed to be transacted at any General Meeting unless a quorum be present and such quorum shall consist of not less than 15 Members.

#### 7. ELECTION OF OFFICERS AND COMMITTEE:

A Management Committee consisting of the following Officers shall manage the Society: President, Chairman, Treasurer, Assistant Treasurer, Secretary, Membership Secretary, Social Secretary and three elected members. If more names are proposed than the number required to fill the vacancies election shall be by ballot. If all the before-mentioned positions are not filled at the Annual General Meeting or any casual vacancy occurs thereafter, the committee shall have the power to co-opt a person to fill that position until the next Annual General Meeting. The Officers, Committee members and Financial Examiner shall retire annually and be eligible for re-election.

#### 8. COMMITTEE PROCEDURE.

The Management Committee shall regulate its own proceedings; five members shall form a quorum.

a) The first meeting of the Management Committee will be called by the Secretary and held within twenty-eight days of the Annual General Meeting. All subsequent meetings of the Management Committee shall take place as required by the Management Committee or at the discretion of the Chairman and Secretary.

b) Not less than four Management Committee meetings shall be held between Annual General Meetings.

c) The Secretary shall keep a full record of proceedings at every General Meeting and Management Committee meeting.

#### 9. PROCEDURES IN CASE OF DEBT

All monies due and owing to the Society are recoverable by law in the name of the Secretary.

#### 10. COMMITTEE POWERS: The Management Committee shall have the power to:-

a) choose the annual musical or other work;

b) appoint a subcommittee or sub-committees consisting of a majority of members of the Management Committee and delegate to such sub-committee or sub-committees all or any of its powers and to co-opt such persons for such periods to any sub-committee of the Society as the Management Committee shall in its absolute discretion think fit. The appointment of a Production sub-committee is vested in the Management Committee and the Director shall convene and chair the Production subcommittee;

c) revise a casting decision, if any Acting member to whom a character has been assigned proves unsuitable for the part. The Management Committee shall be empowered to remove any cast member who has persistently absented themselves from rehearsals to which they have been called;

d) appoint a Director, Musical Director and Choreographer and to engage such other people as are

necessary for the efficient performance of any musical or other work and to pay to them such fees as are proper. No member of the Society shall receive payment either directly or indirectly for services to the Society or for other than legitimate expenses;

e) have full power to decide any matter arising in the affairs of the Society for which no provision is made in the Rules.

f) No member of the Management Committee shall acquire any interest in property belonging to the society (otherwise than as a Trustee of the Society) or receive remuneration or be interested (otherwise than as a member of the Management Committee) in any contract entered into by the Management Committee.

## 11. PRODUCTION RULES

a) Members shall obey the Director, Musical Director or Choreographer at all rehearsals and performances.

b) The procedure for casting shall be the protocol appended to these rules or any such amended protocol as may be decided from time to time by the Management Committee.

c) Only persons actively associated with the production shall be allowed to attend the Dress Rehearsals, subject to the approval of the Chairman or his nominee

d) The stage area and its precincts are out of bounds to all persons not actively connected with the production unless previous consent has been obtained from the Chairman or the Stage Manager.

## 12. TRUSTEES

a) The Management Committee shall have power to appoint Trustees to hold any freehold or leasehold property on behalf of the Society and any property purchased or leased by the Society shall be vested in the Trustees. There shall be not less than two and not more than four Trustees.

b) The Trustees shall with consent as is by law required deal with the property so vested in them by way of sale, mortgage, charge, lease or otherwise howsoever as directed by the Management Committee. A Certificate signed by the Secretary for the time being of the Society shall, in favour of a purchaser, mortgagee, chargee, lessee or grantee be conclusive evidence of such a direction being duly given.

## 13 DISSOLUTION OF THE SOCIETY.

The Society shall only be dissolved by resolution passed by a majority of at least eighty percent 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 Management Committee with the consent of the Meeting shall determine and if and insofar as effect cannot be given to this provision then to some other charitable purpose.

#### 14 ALTERATION TO RULES:

- a) No alteration of these Rules shall be made except at a General Meeting nor, unless 21 days prior to such meeting a written notice of the proposed alteration or of one substantially to the like effects, shall have been given to the Secretary who shall give 14 days notice thereof to the members and the resolution embodying such proposed alterations shall be carried by a majority of at least two-thirds of the votes recorded thereon at the Meeting.
- b) No alteration shall be made to Rules 2, 9f, 12, and 13 without the approval of the Charity Commissioners for England and Wales or other authority having charitable jurisdiction from time to time and no amendments shall be made which would have the effect of causing the Society to cease to be a charity in law.