

# **MACCLESFIELD MAJESTIC** **THEATRE GROUP**

## **RULES – Issued May 2004**

### **1. NAME OF THE SOCIETY**

The society shall be known as "The Macclesfield Majestic Theatre Group".

### **2. OBJECTS OF THE SOCIETY**

The object of the Society is to educate the public in the operatic and dramatic 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

- (a) To promote plays, drama, comedies, operas, operettas, and other dramatic and operatic works of educative value.
- (b) To purchase, acquire, and obtain interest 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 sell, lease or dispose of all or any part of the property of the Society subject to any consents required of a Charity by law;
- (e) To raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise, providing that the Society shall not undertake any permanent trading activities in raising funds;
- (f) To co-operate with other charities, voluntary bodies and statutory authorities operation in furtherance of the objects, or of similar charitable purposes, and to exchange information and advice with them;
- (g) To establish or support any charitable trusts, associations or institutions formed for all or any of the objects;
- (h) To do all such other things as shall further the objects of the society.

### **3. CONSTITUTION**

The Society shall consist of Acting and non-Acting members and may also include as Life Members such persons as shall have rendered special services to the Society.

### **4. OFFICERS OF THE SOCIETY**

- (a) The Officers of the Society shall be:- The Chairperson, Vice Chairperson, Hon. Secretary, Hon. Treasurer and Hon. Publicity Officer.
- (b) No member of the Society under the age of 21 years shall be eligible for appointment to any of the aforementioned offices.
- (c) The Hon. Secretary shall record the minutes of all Management and General Meetings.
- (d) The Honorary Treasurer shall keep a record of all accounts which shall be audited at the end of the financial year by auditors appointed from the Annual General Meeting, and effect the transmission of the statements of accounts of the Society to the Charity Commissioners.

### **5. MANAGEMENT OF THE SOCIETY**

- (a) The Management Committee shall consist of the Chairperson, Vice Chairperson, Honorary Secretary, Honorary Treasurer and Honorary Publicity Officer plus the Chairperson of the Social Subcommittee, Membership Secretary, Assistant Secretary/Librarian and Production Team Representative together with 6 Executive Members. This Committee shall be responsible for the conduct and policy of the Society. The Officers of the Society plus the Chairperson of the Social Subcommittee, Membership Secretary and Assistant Secretary/Librarian shall hold office for 2 years being then eligible for re-election. The production Team Representative shall hold office for the period of the production; the 6 Executive Committee members shall hold office for 2 years and then shall not be eligible for re-election until one year has elapsed.
- (b) In the event of a member of the Management Committee retiring or resigning during his or her period of office the Committee may at their discretion nominate a substitute to hold that office for the remainder of the former member's term. If this substitute (referring to an Executive Committee member only) is called to serve for more than one year, he, or she may not submit themselves for nomination at the end of this term until one year has elapsed. No member of the Society shall hold more than one office on the Management Committee.
- (c) A quorum of the Management Committee shall consist of nine members which shall include at least one Officer of the Society.

- (d) The Management Committee shall be responsible for the selection of works to be performed and may at its discretion appoint a subcommittee to make recommendations.
- (e) The Management Committee shall be empowered to invite a suitable person to be President of the Society as the necessity arises.
- (f) No member of the Management Committee shall acquire any interest in property belonging to the Society (otherwise than as a trustee for 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.
- (g) A member of the Management Committee shall cease to hold office if he or she:
  - 1) is disqualified from acting as a member of the Management Committee by virtue of Section 45 of The Charities Act 1992 (or any statutory re-enactment or modification of that provision);
  - 2) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;
  - 3) is absent without the permission of the Management Committee from all their meetings held within a period of six months and the Management Committee resolve that his or her office be vacated;
  - 4) notifies the Management Committee a wish to resign (but only if at least three months of the Management Committee will remain in office when the notice of resignation is to take effect).

## **6. PRODUCTION TEAM**

- (a) The Production Team for any of the Society's productions shall be appointed by the Management Committee and shall consist of: Producer, Musical Director/Chorus Master, Choreographer, Stage Manager, Lighting Engineer, Sound Engineer, Wardrobe Mistress, Property Master (Mistress) and Make Up Artist in Charge. The team shall appoint a Production Team Representative, not already on the Management Committee, to serve as a full Management Committee member for a period applicable to the production. Producers and Choreographers will not be permitted to perform in their own production unless under extraordinary circumstances and must be approved by the committee. This does not apply to Concerts.
- (b) The Management Committee shall appoint an Audition Panel to cast each or any production whose decision shall be final: such auditions shall be held in private.

- (c) Each year previous Producers, Choreographers and Musical Directors from the past 7 years be contacted, preferably in writing, as to their willingness and availability to officiate at that years' main show and pantomime. Those who are willing, be added to any newcomers and the FULL list be considered by the Management Committee.

## **7. SOCIAL SUBCOMMITTEE**

- (a) A Social Subcommittee, responsible to the Management Committee, shall be appointed annually at an Annual General Meeting and shall consist of a Chairperson and a minimum of four other members; retiring members shall be eligible for re-election. The Subcommittee shall have power to co-opt.
- (b) The Social Subcommittee shall be responsible for all social activities, including the provision of refreshment at rehearsals and during the run of a production.
- (c) The Social Subcommittee shall keep financial account of its activities which shall be submitted to the Hon. Treasurer annually for incorporation into the Society's accounts and audit.

## **8. MEMBERSHIP**

- (a) Applications for Acting and non-Acting membership, i.e. Associate Membership, shall be made in writing, signed by the applicant, to the Membership Secretary who shall submit the same to the Management Committee for its decision.
- (b) All candidates for Acting Membership shall satisfy an Audition Panel, consisting of Producer, Musical Director/Chorus Master, and Choreographer, as to their histrionic and/or musical ability. In the event of a member chosen to take an active part in a production, either as principal or as a member of the chorus, failing to comply with the producer's directions, the producer shall be empowered to select a substitute.
- (c) Acceptance for stage staff membership shall be contingent upon applicants satisfying the Stage Manager that they possess adequate qualification.
- (d) Applicants for membership who at the time of admission are over 12 years and under 18 years of age may be admitted as Junior Members only and shall not be entitled to vote at a General Meeting.
- (e) Membership subscriptions shall be as may be determined from time to time by the Management Committee. Such subscriptions being due on December 1st of each year, shall be paid no later than 31<sup>st</sup> January, or, for new members, on official notification of election to the society: Subscriptions should be paid to the Membership Secretary. Members who had not paid their subscriptions within

the prescribed period shall be deemed to have resigned from the society and may be admitted only on payment of arrears due for the full intervening period.

- (f) Any member of the Society who in the opinion of the Management Committee confirmed by an Extraordinary General Meeting of the Society, shall be guilty by his or her 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.
- (g) The Management Committee may, by a unanimous vote, remove from the list of members the name of any 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.
- (h) The Society may accept the application to the Management Committee of suitable persons to become Vice Presidents on the payment of the appropriate fee.
- (i) Should a member wish to take a sabbatical period, not exceeding three years, away from the Society for reasons of Higher Education, Pregnancy or Job Relocation, they would not have to re-audition to the Society and will pay a nominal 25% of the subscription.

## **9. FINANCIAL ADMINISTRATION**

- (a) The Society shall operate a bank account. All cheques shall be signed by two of the following officers of the Society: Chairperson, Honorary Secretary, Honorary Treasurer.
- (b) The budgeting of any production of the Society shall be the responsibility of the Management Committee.
- (c) All expenses incurred on behalf of the Society shall be defrayed out of the Society's funds; if there be any deficit in such funds the same shall be met by a call on the members of the Society to be made at an Extraordinary General Meeting.
- (d) The Society shall be dissolved only by resolution passed by a majority of at least five sixths of the Members present 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 payments 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 institutions having objects similar to the objects of the Society as the Management Committee with the consent of the Meeting shall determine.
- (e) The financial year end of the Society shall be the 30th November.

## **10. GENERAL MEETINGS**

- (a) The Annual General Meeting of the Society shall be held, on a day no later than the last day of April, each year, to receive the report of the Management Committee and the Financial Statement for the past year and to elect Officers and Members of the respective Committees and to elect the Auditors for the ensuing year.
- (b) At least 21 days before the date chosen by the Management Committee for the Annual General Meeting or General Meeting the Hon. Secretary shall notify all members of the date, place and hour of such meeting.
- (c) Notice of any business for inclusion on the Agenda of the Annual General Meeting or General Meeting must be submitted in the form of a nomination or definite resolution with the names of the proposer and seconder.
- (d) At least 7 days before the Annual General Meeting or General Meeting the Hon. Secretary shall send a copy of the Agenda to all members. At such meetings no vote shall be taken on any subject not on the Agenda.
- (e) An extraordinary General Meeting shall be called by the Hon. Secretary within 28 days of receiving a request for such meeting together with a resolution bearing the signatures of at least 20 adult members.
- (f) A quorum shall consist of not less than 25% of the total adult membership as at the time applying.

## **11. ALTERATIONS TO RULES**

- (a) No alterations to 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 substantially to the like effect shall have been given to the Hon. 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 vote recorded thereon at the Meeting.
- (b) No alteration may be made to Rules Numbers 2, 9(d) and 11 without the approval of the Charity Commissioners for England and Wales or other authority having charitable jurisdiction from time to time.