

## **Wivenhoe Musical Theatre Group**

### **Constitution - September 2024**

#### **Name**

1. The group shall be known as the Wivenhoe Musical Theatre Group.

#### **Aims**

1. To present the works of Gilbert & Sullivan and other musicals.
2. To provide entertainment of the highest possible standard achievable using local talent where possible.
3. To provide opportunity for local involvement in assisting with costumes, staging, painting, make-up, lighting etc.
4. To provide a welcoming and inclusive environment where members treat each other with kindness and respect.

#### **Membership and Subscription**

1. Membership shall be open to anyone wishing to participate in the activity of the group subject to the approval of the committee.
2. All members shall be required to pay an annual subscription by 1 November each year. The amount of the subscription shall be fixed annually by the committee.
3. Honorary membership may be granted to persons who have made an exceptional contribution to the group. Such membership shall only be granted on the recommendation of the committee and with the approval of a general meeting. Honorary members shall be entitled to vote at a general meeting.
4. Only full members whose subscription has been paid shall be entitled to vote at a general meeting.

#### **Officers**

1. The officers of the society shall be elected annually at the Annual General Meeting and shall consist of: Chair, Honorary Treasurer and Honorary Secretary.
2. Any proposals for the position of officers shall be proposed and seconded at the Annual General Meeting.

## **Committee**

1. The management of the group and its affairs shall be vested in a Committee consisting of the three officers and five other members.
2. Members of the Committee shall normally be elected to serve for 2 years. After serving 2 consecutive years they shall be required to stand down but may offer themselves for re-election
3. Nominations for membership of the Committee shall be duly proposed and seconded at the Annual General Meeting, in writing with the nominee's written consent.
4. Any casual vacancy occurring on the Committee may be filled at the discretion of the Committee, but the person/persons so elected shall hold office only for the unexpired period preceding the next Annual General Meeting.
5. Not less than four members of the Committee of which at least one shall be an officer shall form a quorum.
6. The Committee shall keep minutes and record its business. A copy of approved minutes shall be available to members at each rehearsal.
7. The Chair of the group shall also be Chair of the Committee and in the event of an equality of votes on any motion shall have a casting vote.
8. The Committee shall select the musical show to be performed by the group and shall have authority to engage a Director/Producer, Musical Director and other technical assistants for the chosen work.
9. No payment other than out-of-pocket expenses shall be made to any member of the committee.

## **Finances/Funds/Property of Society**

1. A statement of income and expenditure in connection with the finances of each production shall be submitted to the Committee at its first meeting following a production.
2. The accounts and balance sheet for the financial year shall be prepared and audited and presented to the group at the Annual General Meeting.
3. An Honorary Auditor shall be appointed annually and shall not hold any other office in the group nor be a member of the Committee. The auditor shall not stand for more than two consecutive years.

4. The officers serving on the Committee shall be signatories for the group's funds. Two signatures to be required to authorise payments.
5. If at any time the group ceases to function its current funds shall be used firstly to settle any outstanding accounts. Excess funds then to be donated to charities of the group's choice to be decided at an extraordinary meeting called for that purpose.
6. Hiring or loaning equipment or costumes belonging to the group will be the responsibility of the Committee. A record book to be kept of all items which may be lent at the discretion of the Committee and a donation agreed.
7. The group shall not purchase scores or libretti for members of the cast of a show.

### **General Meetings**

1. An Annual General Meeting shall be held within 10 weeks following the major annual production.
2. An extraordinary general meeting may be held at the request of the Committee or any 8 members for a specific purpose. The request shall be in writing, stating that purpose and be given to the Hon. Secretary.
3. The Hon. Secretary shall inform all members of the date, time and place of a General Meeting and details of the business to be transacted 28 days before the meeting.

### **Auditions/Casting**

1. The conduct of all auditions shall be the responsibility of an Auditioning Panel which will comprise the chair, musical director, the director/producer and two other non-auditioning members of the group chosen by these three.
2. All candidates for parts shall be required to audition before the panel. The panel shall select the cast.
3. The committee will make available to all members audition details of which at least 21 days notice will be given.
4. The Committee shall as far as possible not go outside the members of the group to fill any role.

### **Alterations/Rules**

1. These rules form a Constitution which must be adhered to by all members of the group.
2. These rules may only be altered at a General Meeting. The Hon. Secretary shall have been provided with any proposed alterations in writing at least 42 days before the

meeting. All members of the group shall be informed of the date and venue and of the proposed alteration at least 28 days before the meeting.

3. A three quarters majority of the members present and voting at the Meeting shall be required to alter or amend these rules.

December 2017 (updated September 2024)

[Reviewed September 2025. Date of next review: September 2030]