

**RICHMOND OPERATIC SOCIETY**

**RULES**

1. *Title*

The Society shall be known as “Richmond Operatic Society” (hereinafter called “the Society”)

1. *Object*

The object of the Society shall be the cultivation of the arts of Music and Drama in the community through the production of stage performances and associated events.

1. *Constitution*

The Society shall consist of Ordinary members both acting and non-acting, (not less than 16 years of age), Seniors (>60), Students, (over 16 years of age but in full-time education), and Juniors (who are not less than 12 but under 16 years of age). It may also include as Hon. Life Members such persons who have rendered outstanding services to the Society, together with other such categories of membership that the Society may from time to time determine.

1. *Management*

*The Committee.*

The Society shall be managed by a Committee consisting of the following Officers: Chairman, Treasurer, Secretary, Social Secretary and Publicity Manager, together with six members, all to be elected at the Annual General Meeting. The Committee shall hold office for one year and be eligible for re-election.

Such additional officers as deemed necessary by the Committee shall be elected at the Annual General Meeting, but will only attend meetings at the invitation of the Committee. Assistants to Officers may attend meetings but shall have no vote.

4a. Only members aged 18 and over shall be eligible for election as Officers or members of the Committee.

1. *Retirement of Officers and Committee.*

The Committee (including the Officers) and the Auditor shall retire annually but shall be eligible for re-election. The names of candidates for these positions must be proposed and seconded (with the consent of the candidate) and placed on the notice board. The Secretary to affix a form for this purpose by the 1st December in each year and such form to be removed three weeks before the date fixed for the Annual General Meeting. If more names are proposed than the number required to fill vacancies and sufficient names are not withdrawn at or before the meeting, the election shall be by ballot.

All nominations for the positions of Officers, Auditor and Hon. Life Members shall be endorsed at an Annual General Meeting by a majority of those present and entitled to vote. If the aforementioned positions are not filled at such meeting or any casual vacancy occurring thereafter the same shall be filled at the discretion of the Committee.

1. *Meetings of the Committee.*

The first meeting of the Committee shall be called by the Secretary and shall be called within 21 days after the Annual General Meeting, when a Vice-Chairman shall be elected from among its members. All subsequent meetings shall be called by the Secretary in accordance with any resolution passed by the Committee or at the discretion of the Chairman and Secretary. Five members present and entitled to vote shall form a quorum.

1. *Appointment of Sub-Committees.*

The Committee shall have the power to appoint Sub-Committees and to delegate to such Sub-Committees any of its powers. The Committee may co-opt onto such Sub-Committees when deemed necessary, members other than those elected to the Committee at the Annual General Meeting. One of the Chairman, Secretary or Treasurer to be ex-officio members of any such Sub-Committee.

1. *Powers of the Committee.*

The Committee shall have the power to decide any questions arising out of these Rules and all other matters connected with the management of the Society, (other than those which can only be decided by the Society in General Meeting), and make, maintain and publish all necessary orders, regulations and bye-laws in connection herewith.

1. *Attendance at Committee meetings.*

Any member of the Committee who, without good cause, is absent from three consecutive meetings shall be deemed to have resigned their position from the Committee.

*Annual General Meeting. (AGM)*

1. *Date of Annual General Meeting.*

Until further notice, the Annual General Meeting shall be held before the 31st January.

1. *Notice of Annual General Meeting.*

A printed or electronic notice of every General Meeting and particulars of nominations for the Committee, Officers and Auditor, and of any proposal to elect a Life Member, shall be sent to each member at least 14 days prior to the date fixed for such meeting. A Statement of Accounts to be made available at the meeting.

1. *Quorum at General Meeting.*

No business other than the formal adjournment of the meeting shall be transacted at any General Meeting unless a quorum be present, and such quorum shall consist of not less than one quarter of the paid-up membership, plus life members, present.

12a *Voting.*

Members who are unable to attend an Annual General Meeting, but wish to vote in elections for contested positions for Officers or the Committee, may send their vote(s) in writing to the Secretary, to be received not less than 48 hours before the meeting. These votes will be cast by the Secretary on their behalf by the Secretary in the ballot at the meeting, and a record kept in the Minutes of members who have sent in written votes.

1. *Resolutions at General Meeting.*

Unless otherwise provided for by these Rules, all resolutions brought forward at a General Meeting shall be decided by a simple majority of the votes properly recorded at such meeting, and in the case of an equality of votes the Chairman shall have a casting vote. Voting shall normally be by show of hands but may be by ballot if requested by the meeting. Two tellers shall be appointed by assent of the meeting before the commencement of any elections or voting on resolutions.

1. *Extraordinary General Meeting. (EGM)*

An Extraordinary General Meeting of the Society may be called at any time at the discretion of the Committee or may be called within 21 days of the receipt by the Secretary of a requisition in writing to that effect signed by at least 12 members. Every such requisition must state the business for which the meeting is to be convened, and no other business shall be conducted at such meeting.

*Membership.*

1. *Application for membership.*

Applications for membership under the categories as set out in Rule 3. Shall be made in writing, signed by the applicant, to the Secretary, who shall submit same to the Committee for its decision.

The decision of the Committee shall be conveyed to the candidate in writing.

1. The Society shall adopt a Code of Conduct for its members, plus Policies and procedure on Safeguarding and Whistleblowing. These will be proposed by the Committee and agreed at an AGM or EGM of the Society.
2. *Election and Expulsion of members.*

The election and expulsion of members, other than Life Members, shall rest solely with the Committee.

The Committee may, by a unanimous vote, remove from the list of members the name of any Acting Member who has persistently neglected the work undertaken by the Society or the name of any Member whose conduct they consider likely to endanger the welfare of the Society or bring the name of the Society into disrepute.

The Committee may submit recommendations to the Annual General Meeting for the election of Life Members in accordance with Rule 11.

The expulsion of Life Members shall rest with a specially convened General Meeting.

1. *Capabilities of candidates for Acting Membership.*

Prior to election all candidates shall satisfy the Committeeas to their acting and musical ability. This may consist of a satisfactory audition for a Society production.

*Financial.*

1. *Subscriptions.*

The annual membership subscriptions to the Society shall be decided by the Annual General Meeting each year. In addition, at the discretion of the Committee, a Production Fee for taking part in a production may be charged, the amount of which to be decided by the Committee for each production.

1. *Payment of subscriptions.*

The first subscription shall become due to be paid to the Treasurer on receipt of notice of election by the Secretary. All subsequent subscriptions shall become due as from the date of the Annual General Meeting in each year and shall be paid to the Treasurer no later than the 31st March in that year.

1. *Financial Year.*

Until further notice, the financial year of the Society, for accounting purposes, shall commence on 1st January.

1. *Non-payment of subscriptions.*

Only those persons who have paid due membership subscriptions are entitled to vote in an AGM or EGM, or participate in rehearsals or productions of the Society, unless the Committee has agreed to invite them as guest performers, which must be confirmed in writing.

Candidates for Acting Membership who wish to join the Society part-way through the financial year may pay a proportionate subscription, the amount of which to be decided by the Committee.

1. *Funds.*

The funds of the Society shall be deposited in a Bank to be approved by the Committee. All payments from the funds shall be approved by the Committee and be made by cheque signed by any two of the Chairman, Treasurer or Secretary, Standing Order or Direct Debit.

All monies received by the Treasurer from member’s subscriptions, donations, fees, receipts from productions or other sources, shall be paid by the Treasurer without delay, into the Bank appointed.

The funds of the Society shall be applied solely to the stated objects of the Society, but the General Meeting may vote sums in excess of its requirements to charitable objects.

No member of the Society shall receive payment directly or indirectly for services to the Society or for other than legitimate expenses incurred in its work.

1. *Production Account.*

After each production the Treasurer shall prepare a full statement of the receipts and expenses of such production and shall present same to the Committee at the earliest opportunity, and shall be open for inspection by members at such time and place as the Committee shall decide.

1. *Recovery of Money due to the Society*

All monies due and owing to the Society, including money arising from the sale of tickets for productions, shall be recoverable at law in the name of the Treasurer.

*Selection of Works and Cast.*

1. *Selection of works.*

The Committee shall select the works to be produced by the Society.

1. *Selection of Cast*

The cast for any production shall be selected by open audition by a Selection Committee consisting of the Producer and Musical Director for the particular production, the Chairman of the Society or a non-auditioning member of the Committee. The Committee shall have the power to co-opt to the Selection Committee any other persons they deem necessary. The Committee, in consultation with the Producer and Musical Director, shall also have the power to fill vacancies in the cast of any production as they deem necessary.

1. *Revision of Cast.*

The Committee, in consultation with the Producer and Musical Director, shall have the power to revise the cast after selection if any acting member to whom a role has been assigned, shall, in its opinion, prove in rehearsal to be unsuitable for the part.

1. *Obligations of Acting Members.*

Acting members shall to the best of their ability play the parts assigned to them, whether principals or chorus, and obey the instructions of the Musical Director and Producer at all rehearsals and performances.

1. *Attendance at rehearsals and performances.*

The Committee shall have the power to prohibit any member whose attendance at rehearsals has been irregular without reasonable explanation from taking part in the performance of the work in preparation.

*Miscellaneous*

1. *Dissolution of the Society.*

The Society shall only be dissolved by resolution passed by a majority of at least two-thirds of the total membership of the Society at an Extra-ordinary General Meeting called for the purpose of considering such dissolution.

In the event of dissolution any balance of funds remaining after realisation of assets and payment of debts shall be devoted to local charitable objects similar to those of the Society or to other charitable purposes approved by the Charity Commission.

All decisions on allocation of funds to be made at a further Extra-ordinary General Meeting.

1. *Alteration of Rules.*

No alteration of these Rules shall be made except at an Extra-ordinary General Meeting, nor unless 21 days prior to such meeting a written notice of the proposed alteration(s) shall have been given to the Secretary who shall then give 14 days’ notice thereof to the members, and the resolution embodying such proposed alteration(s) shall be carried by a majority of at least two-thirds of the votes recorded at the meeting. Voting shall be by ballot, or by other means as the meeting shall decide.

*JUNIOR MEMBERSHIP*

1. The Society shall promote and encourage a Junior Membership, and these members shall be known as Junior Members of the Richmond Operatic Society.
2. The aim of Junior Membership shall be to train and encourage its members in all aspects of the work of the Society and to integrate its activities within the aims and objects of the Society.
3. Junior Members shall not be entitled to vote at AGMs or EGMs of the Society.
4. Junior Members will be required to audition when making application for membership.
5. The age of Junior Members shall not be less than 12 years up to 16 years of age.
6. The subscription for Junior Members shall be decided at the Annual General Meeting of the Society.
7. Subject to the above all other relevant Rules of the Society will apply to Junior Members.

***These Rules were adopted and approved at an Extra-ordinary Meeting of the Society held on Tuesday***

***3rd December 2019, and supersede all previous Rules of the Society.***

J. HOLLIDAY, Chairman.

L.HOLLIDAY, Secretary.