

Whitkirk Arts Guild

Rules and bye laws

Date of last amendment: 8 August 2023

1. Rules	1
1. Membership	1
2. The Committee	2
3. Productions	3
4. Programme of Productions	4
2. Bye laws	4

1. Rules

1. Membership

Membership of the CIO shall normally be open to people over the age of 18, with exceptions made at the sole discretion of the trustees.

2. The Committee

- a. The day-to-day running of the Society shall be the responsibility of the "Committee".
- b. The Committee shall be no more than twelve people:
 - i. At least one trustee of the charity, to be selected by the trustees as they see fit
 - ii. The Offices listed in sub-clause (c) of this clause,
 - iii. Members of the Society elected in accordance with sub-clause (e) of this clause.
- c. The Offices of the Committee shall be:
 - i. Secretary
 - ii. Treasurer
 - iii. Stage Manager
 - iv. Musical Director
 - v. Publicity Manager
 - vi. Wardrobe Manager
 - vii. Booking Manager

(each of these roles being an "Office", and each person occupying that Office known as an "Officer" for this purpose).

- d. Members occupying the Offices listed in sub-clause (c) of this clause will (unless agreed otherwise by the other Committee members) automatically form part of the Committee, with the remainder of the Committee being made up of successfully nominated Members (each a "Committee Member"):
- e. All election of Officers and Committee Members until the next year's AGM shall be by ballot at the AGM. Those wishing to be considered for election must be nominated and proposed by one Member and that nomination/proposition must be seconded by a different Member. Details of nominations (both proposers and seconders) in favour of person(s) wishing to become an Officer should be given in writing to the Secretary at least 7 days before the AGM. Nominations received after this time and/or received verbally may be considered, at the absolute discretion of the Committee and/or at the AGM, as appropriate.

- f. At least 50% of Committee Members are required to be present before any Committee Meeting can begin or continue. Any decisions taken at a purported Committee Meeting which occurs with less than 50% of the Committee Members present shall have no effect and shall be null and void.
- g. There shall be no casting of votes by proxy or by post.
- h. All matters put to the vote at any Committee Meeting shall be carried by a simple majority of eligible Committee Members.
- i. Immediately following an AGM, a Committee Meeting shall take place, for the primary purpose of electing a Chairperson, such Chairperson to be chosen from the Committee Members.
 - i. For the avoidance of doubt, any Chairperson (previous or prospective) does not have a casting vote in the event of a tie.
- j. Any Committee Member must have been a Member of the Society previously for a period of not less than 12 consecutive months, unless
 - i. this requirement is waived by vote at the AGM, or;
 - ii. where sub-clause (m) of this clause applies, by the Committee in its absolute discretion.
- k. Each person elected as a prospective Committee Member must become a Member of the society prior to becoming a Committee Member.
- l. The Committee shall, wherever feasible, meet at least once a month, and on such other occasions as it may consider necessary at its absolute discretion.
- m. Should any vacancy(s) arise on the Committee for any reason, the remaining Committee Members may fill the vacancy(s) by co-option.
- n. The Committee shall be free to invite whoever it may wish to attend its meetings, in furtherance of the objectives of the Society. All such invitations shall, where appropriate, be made formally in writing from the Secretary. All persons so invited shall be free to offer advice and take part in discussions, but shall not be allowed to vote.

3. Productions

- a. The Committee shall act as producers of each Production.
- b. It is the responsibility of the Committee to select a suitable director for each Production.
- c. The Director's Pack allows prospective directors to produce a comprehensive plan covering all aspects of a Production. It is this document alone that is used to choose the director of a Production.
- d. The Committee shall appoint a director for each separate Production. The director of any current Production shall report every month to the Committee. Any matters brought to the attention of the Committee by the director or any Member, concerning a Production, should be discussed by the Committee at a Committee Meeting.

- e. In all Productions, the casting for principal roles should be done by audition in front of a **"Casting Committee"**. A Casting Committee shall be chosen and appointed by Committee and shall consist of five persons (where reasonably practicable), including the director of the Production and, where the Production contains significant musical content and the Musical Director so consents, the Musical Director.
- f. No Production shall be finally cast until all Members who wish to audition have been considered by the Casting Committee, in as far as reasonably practicable.
- g. Auditions shall be conducted in accordance with the process set out in the Society's Audition Policy.

4. Programme of Productions

- a. The annual programme of Productions shall be decided by the Committee.
- b. The Committee shall have authority to alter this programme during the course of the year if circumstances exist which hinder or render impossible its successful completion.

2. Bye laws

1. Acting Members shall play, to the best of their ability, the parts assigned to them, whether principal or chorus. Non-acting Members shall perform to the best of their ability all duties assigned to them and obey the directions of the director, Musical Director, and Stage Manager at all rehearsals and performances.
2. Any Member persistently late at, or absent from rehearsals may be deprived of his/her part at the discretion of the director/Musical Director.
 - a. Members who wish to be involved in any show must inform the director of any other commitments which may affect their attendance at rehearsals before auditions. Once rehearsals for a production have begun, there is an ongoing obligation upon any Member of the cast/crew for that show to inform the director of any change in circumstances which may affect their attendance at rehearsals and/or productions, which may result in any relevant offer of a role being withdrawn and re-distributed, if considered necessary by the Committee.
3. All monies due from Members in connection with any Production shall be accounted for and paid to the Booking Manager within seven days of the final performance of that Production.
4. The director and principal roles in any Production will be set in accordance with the Director's Pack and Auditions Policy of the Society.
5. No Member shall bring any visitor to a rehearsal without the sanction of the director, Musical Director or a Committee Member.
6. No Member or visitor shall be allowed behind the scenes at any Production without the permission of the Stage Manager, unless such Member/visitor has a specific duty to perform behind the scenes.
7. No gifts shall be allowed across the footlights during or after a public performance.
8. No acting Member shall be permitted in the auditorium amongst the general public whilst wearing costume or make-up, without the express permission of the Stage Manager. Members infringing this bye law may, at the discretion of the Committee, be prohibited from taking further part in the Production.
9. Entry/Exit to the dressing rooms:
 - a. during a performance shall be made only through the rear fire doors unless to perform on stage (lights out rule applies).
 - b. through the auditorium is prohibited once there is a member of the audience present.

- c. during the interval shall only be allowed through the bar entrance.
- 10. The Stage Manager has complete authority during actual performances, and Members shall adhere to his/her instructions.
- 11. It is a Metropolitan Authority requirement that:
 - a. During a performance no one can sit in the side aisles, centre aisle and the back of the auditorium.
 - b. The performance cannot start until the audience are sitting down.
 - c. Latecomers can only take their places at a convenient time.
- 12. The after show party will be open to:
 - a. members of the cast/crew of that Production;
 - b. fully paid up Members of the Society;
 - c. anyone who has significantly assisted in any way with the current Production;
 - d. patrons of that evening's performance.

There will be a notice posted upon the door to this effect. Any enforcement of this ruling is to be made by a member of the Committee.