

Rules

1. Name and Objectives

The Charity shall be called 'Musical Theatre Stafford'. The mission statement for the Charity is "Striving to create quality productions to inspire and develop new talent, broadening the appreciation of Musical Theatre in Stafford."

2. Management Committee

The affairs of the Charity shall be managed by a Committee (herein after called the Committee) consisting of a Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Membership / Subscriptions Secretary, Press and Publicity Officer, Ticket Secretary and four (4) elected members, who shall retire annually.

The Chairman, Hon. Secretary and Treasurer shall be eligible to serve in their respective offices for a term not exceeding ten (10) years, and all other officers shall be eligible to serve in their respective offices for a term not exceeding five (5) years.

"Production Officials" shall be appointed by the Committee for each production and may be invited to such Committee Meetings as the Committee determine.

Five (5) members of the Committee shall be required to form a quorum.

3. Annual General Meeting

- i) The Annual General Meeting of the members shall be held within three (3) months from 2nd June each year, for the purposes of passing the accounts for the year ending June 2nd, electing the Management Committee for the ensuing year, under Rule 2, the Social Committee, under Rule 17 and the MYTS Committee, under Rule 18, also Honorary Auditors, under Rule 14.
- ii) The Committee may summon other General Meetings at their discretion
- iii) On requisition signed by ten (10) paid up members the Secretary shall convene an Extraordinary General Meeting. The requisition shall state the objects of the meeting, and in the event of the Secretary neglecting or refusing to summon the meeting within fourteen (14) days of the deposit of the requisition, the requisitioners may themselves call it.

Eight (8) days notice of any General Meeting shall be given to all paid up members, such notice to incorporate and agenda of the meeting. The scrutineers at the Annual

General Meeting of the Charity shall be nominated from the Chair.

4. Chairman's Casting Vote

At all meetings of the Charity and meetings of the committee the Chairman of such meetings shall have a second casting vote.

5. Membership

Any person(s) will be eligible to be elected as a member of the Charity if they display an interest in the theatre and the performing arts, and must satisfy the Committee of their suitability to be elected as a member of the Charity. The decision of the Committee relating to membership shall be final.

Grades of Members

- a) **Adult Playing Member.** Applicants for playing membership must satisfy the Committee of their ability to perform in the productions of the Charity by presenting themselves for an audition. Applicants must have reached the age of 16 on the day of audition. Playing membership can only continue beyond the age of 75 years provided there is adequate insurance cover for that member.
- b) **Non Playing Member.** These shall be encouraged to help with a production in a non-playing capacity and/or undertake general administration tasks
- c) **Life Members.** This membership grade was retired in 2009, and it was agreed that no further Life Memberships would be awarded. Existing life members are granted all member rights, but are not required to pay subscriptions. They may, and are invited to make charitable contributions.
- d) **MYTS Members.** Please see the MYTS Addendum for rules concerning MYTS Members. MYTS Members are full members of The Charity for as long as any subscriptions and other payments are up to date, and are able to vote in accordance with Charity Law.
- e) **Parental Associate Member.** Parents of junior members of the Charity may choose to become Parental Associate Members of the Charity for as long as their child is a fully paid up member of the junior section of the Charity. Parents who wish to become Parental Associate Members of the Charity must express an interest, in doing so, to the Charity's Membership Secretary in writing. Parental Associate Members shall be encouraged to help with the

production in a non-playing capacity and/or undertake general administration tasks.

6. Subscriptions

All members, except Life Members, shall pay the Annual Subscription as defined, by the Committee, and endorsed by Members, at the Annual General Meeting. The Annual subscriptions shall be due on November 1st each year. Members not having paid their subscriptions shall not be entitled to vote at any General Meeting, or audition for any part, or perform in the productions of the Charity. The Committee shall invite subscriptions from Vice Presidents and Friends of the Charity, who shall not 'ipso-facto' be entitled to active membership in, or attend meetings of the Charity, but shall have the privilege of reserving seats prior to the opening of the booking plan to the general public. The subscriptions and number of seats allowed shall be determined by the Committee from time to time.

7. Choice of Production

The work to be performed shall be chosen by the Committee after taking into account the recommendations of a Show Selection Committee (who shall be appointed by the Committee). When drawing up their report and recommendations the Show Selection Committee shall take into account the recommendations of the general membership.

8. Resignation from Membership

Any member desiring to resign from the Charity shall give notice, in writing, before the 1st January each year, otherwise such member shall be liable to pay the subscription for the year current.

9. Record of Attendance

The Membership Secretary shall keep a record of all attendances at rehearsals, and it shall be in the power of the Committee, to debar any member, not having made a satisfactory number of attendances, from taking part in the performance.

10. Casting Committee

The characters in each production shall be assigned by a casting Committee comprising:

- i) Director, Musical Director and Choreographer appointed for that production
- ii) Two (2) members appointed by the Committee for that production.

The Chairman of the Charity, or his appointed deputy, shall Chair all meetings of the casting Committee. The Committee

reserve the right to audition the chorus and shall have the right to change any character during rehearsals.

11. Loss of Working

The Members shall be responsible for any loss or deficiencies incurred by the Charity.

12. Property of the Charity

All properties and funds in the possession of the Charity shall be vested in the Committee.

Any member wilfully damaging or retaining the property of the Charity shall be held responsible, at the discretion of the Committee, for any damage or retention.

In the event of the dissolution of the Charity, all monies standing to the credit of the Charity shall be distributed among Charities to be selected at a General Meeting of the Charity

13. New Rules

No new rule, or alteration to any rule, shall be made:

- i) Without the approval of the Annual General Meeting or other General Meeting
- ii) Without eight (8) days notice being given to all paid up members of the Charity. Such notice to include full details of the amendment of rule, or new rule.
- iii) That would cause the Charity to cease to be a charitable body

14. Records and Accounts of the Charity

The Secretary shall keep a minute book in which shall be kept a record of all meetings. The treasurer shall have custody of the funds and shall keep all accounts, preparing statements of account for audit and presentation at the Annual General Meeting.

Two distinct accounts shall be kept:

- i) Performance Account giving particulars of all monies expended on the performance.
- ii) General Account supported by members subscriptions, etc, and reserved for the payment of sundry items not connected with the performance.

15. Introduction of Friends

No member shall introduce a friend at any rehearsal, or meeting, or behind the scenes during any performance

without the permission of the Secretary or Stage Director, as appropriate.

16. Discipline of Members

Any member, whose conduct in the opinion of the Committee is considered likely to endanger the welfare of the Charity, shall be liable to be expelled at the discretion of the Committee, or by a vote at a General Meeting.

17. Social Activities

The Social Activities of the Charity shall be arranged by a Social Committee, consisting of up to seven (7) Members elected at the Annual General Meeting. Such members shall retire annually and shall be eligible for re-election. They shall appoint their own officers. The Social Activities of the Charity shall be self funding and a separate account kept of all transactions by the Social Committee, and a statement of account shall be presented by the Social Secretary at each Annual General Meeting having first been approved by the Charity Treasurer.

18. Youth Section

The Charity shall form a youth section to be known as 'Musical Youth Theatre Stafford' (hereinafter called MYTS). The purpose of MYTS is to promote the skills of performance and appreciation of Musical Theatre to young people by public performance and to be a feeder group for the adult Charity.

The activities of MYTS shall be governed by those rules detailed in Addendum 1. Changes to any rules in Addendum 1 must be done so in accordance with Rule 13.

19. Child Protection and Criminal Records Bureau (CRB) Clearance

The Charity shall have a named child protection officer and a child protection policy, and procedures to include legal checks as is deemed necessary. The appropriate licensing of children shall be handled by the MYTS Licensing and Chaperoning Officer.

20. Items not included in the Rules

Any matter not covered by these rules shall be dealt with by the Committee.

Musical Theatre Stafford

Creating, Inspiring & Developing
since 1922



MUSICAL THEATRE STAFFORD

(formerly STAFFORD & DISTRICT OPERATIC CHARITY)

(Founded 1922)

Rules of the Charity

Updated July 2016