

DINNINGTON OPERATIC SOCIETY



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DINNINGTON OPERATIC SOCIETY CONSTITUTION.

This constitution is intended to be a framework to help structure the Society, not a strait-jacket to restrict its primary objective. Consequently, any contradictions or omissions shall be overcome via the Committee and any permanent amendments to the constitution shall be proposed to an AGM or, if appropriate, a special GM.

1. NAME

The name of the Society shall be the Dinnington Operatic Society.

2. OBJECT

The objectives of the Society shall be the development of the art of music, drama and dance to create interest of the general public in musical and dramatic entertainment by providing performances which shall be rehearsed throughout the year.

3. MEMBERSHIP

- (i) All persons who wish to further the objectives of the Society shall be eligible for membership of the Society provided that the Committee approves their application.
- (ii) The annual subscription for membership of the Society shall be proposed by Committee and agreed at the preceding Annual General Meeting (AGM). The subscription is due on 1st April each year but must be paid no later than 30th June the same year. Payments made after that date will still allow membership to the Society but will preclude the member from future voting rights in that membership year.
- (iii) Persons eligible for full membership are to be 16 years or over at the beginning of the membership year (1st April) but see students proviso below.

Persons under the age of 12 may only be admitted to Student Membership after consideration of the individual's circumstances by the Committee. Membership is restricted to one production at a time and eligibility for subsequent productions will still be at the discretion of the Committee.

Persons between the age of 12 and 16 may be admitted to the Society as Student Members in their own right. Members aged 16 and over and in full time education will enjoy Student membership until their 19th birthday for the remainder of that membership year but shall, subsequently, qualify only for other categories of membership. Students aged 16 and up to their 19th birthday, not in full time education, shall qualify for other categories of membership.

- (iv) Non-acting members shall pay a proportion of the annual subscription as agreed by an AGM providing that they do not perform in any production during the year.
- (v) OAP Members of state pension age or older, shall pay a proportion of the annual subscription as agreed by an AGM providing that they do not perform in any production during the year. Performing will require full adult membership to be paid.
- (vi) Members receiving Unemployment or Social Security Benefits for four or more months in the membership year shall pay a proportion of the full membership fee as agreed by the AGM.
- (vii) A family of up to 2 adults and a maximum of two Students who are non-wage earners, living at the same address, shall pay a fee as agreed by the AGM. Additional Students in the same family, as above, will require to pay normal Student membership fees over and above family membership fees.
- (viii) Adult couples, i.e. husband and wife or a recognised partnership, will qualify for joint membership and shall pay a proportion of the full membership fee as agreed by the AGM.
- (ix) Change of membership circumstances will only become effective from the next membership year. Exceptions are non-acting or OAP members who choose to perform during that year.

- (x) No subscriptions will be paid by those members appointed into Life Membership by an AGM on the recommendation of the Committee.
- (xi) The Committee shall have the final decision regarding membership. All members shall abide by this constitution at all times.

4.SOCIETY MANAGEMENT

- (i) The management of the Society shall be vested in the Officials and Committee of the Society. The Officials shall consist of:- President, Chairperson, Vice-Chairperson, Secretary, and Treasurer. There shall be a maximum of six and a minimum of three ordinary members of the Committee and there shall be a maximum of two and a minimum of one student members. No single individual shall hold more than one Official position on Committee.
- (ii) The Officials and Committee shall be elected during the AGM which shall be held each year at the earliest possible opportunity after 1st March at the discretion of the Chairperson and Secretary. Only members who have full voting rights preceding the AGM may participate in the elections.
- (iii) Nominees, and seconders for Officials and Committee members must be fully paid up members with full voting rights preceding the AGM.
- (iv) Officials and Committee members of any other society or organisation with similar activities are ineligible for nomination as Officials or Committee members of the Society.
- (v) In the event that only one nomination is received for any Official position the nominee's name shall be laid before the members for confirmation at the AGM at the same time as normal voting. The nominee will be confirmed in office only if he/she receives at least 40% of the votes cast. In the event that a nominee receives less than 40% of the votes cast, an Extraordinary General Meeting may be called to resolve the position.
- (vi) The three show Directors (i.e. the Director, Musical Director and Choreographer), the Assistant Director, the Chairperson and one other Member of the Society, chosen by the Production Team for each show, , are to form the casting committee and are to be responsible for the casting of acting roles within productions.
- (vii) Existing members wishing to audition for a principal role in a Society production must have paid their subscription in full before the auditions. The committee may decide, however, to issue invitations to non-members to audition if they consider it to be necessary. Anyone wishing to audition will be required to pay the appropriate membership fee before being permitted to audition but the fee will be refunded to any non-member who subsequently decides not to participate in the show.
- (viii) During auditions preference will be given to existing members provided that the Committee is satisfied that the quality of the production will not be unduly prejudiced. If a non-member is chosen for a principal role in the main show that person will be required to pay the balance of the Society's annual subscription fee by 31st May.
- (ix) At all meetings of Committee, which shall be at the discretion of the Chairperson and the Secretary, five persons, which shall include at least two Officials, shall constitute a quorum. Each member shall have one vote and in the event of an equality of votes the Chairperson shall have the casting vote.
- (x) the Committee shall have the power to:-
 - (a) Do all such things as may be calculated to further the objects of the Society and to manage the affairs of the Society.
 - (b) Appoint Society members to responsible posts as required; such posts include publicity manager, wardrobe mistress etc.
 - (c) Co-opt individuals to Committee where it is considered that the individual is in a position to contribute significantly to specific issues on the Agenda of meetings.

- (d) Appoint sub-committees for special purposes and give them power to co-opt to their committee other Society members.
- (xi) Committee shall consult with Production Directors before deciding on a selection of shows for an October production. A short list of recommended shows will then be put to a General Meeting of the Society members who will make their choice after discussion and subsequent vote. Proxy votes will be allowed at these meetings provided good reason for non attendance is given to the Secretary before the meeting.
- (xii) Committee, in consultation with Production Directors, will choose all pantomimes to be presented by the Society.

5.FINANCES

- (i) The Society Treasurer shall be responsible for keeping the books. All monies shall be passed to this person.
- (ii) The financial year commences on 1st April and an audited financial statement of the preceding year shall be presented at each AGM.
- (iii) Ticket prices for the forthcoming year shall be proposed by the Committee and agreed at an EGM.
- (iv) All tickets shall be paid for before the start of a production.
- (v) Within one month of any production an approximate financial statement shall be presented to Committee by the Treasurer.
- (vi) Appointed officers of any subsidiary committee shall present regular statements of that committee's accounts to the Treasurer.
- (vii) The Society is entitled to make donations of a charitable nature but such donations must first be approved by Committee.
- (viii) No Society member, or official shall secure payment for services to the Society, other than any expenses deemed by the Committee to be reasonable and normally covered by a receipt.
- (ix) At the discretion of the Committee, each Production Director may be offered an honorarium, the magnitude of which will be decided by Committee.
- (x) The income and property of the Society shall be applied solely to the objects of the Society as aforementioned and shall not be used for any other purposes unless agreed by Committee.
- (xi) Upon the Society ceasing to exist, the last Committee shall direct payment of debts and liabilities and any surplus shall be given to charitable projects.

6. PRODUCTION DIRECTORS

- (i) The Production Directors of the Society shall be as follows:- Producer, Director, Musical Director, Choreographer, Stage Manager. Production Directors need not be official members of the Society.
- (ii) In the interests of production efficiency it may be desirable to have different Production Directors for succeeding productions, e.g. a different Director or Musical Director. For any given production, therefore, Production Directors shall be identified by Committee from a pool of people known to be interested in, and available for, those positions. Such a pool will be generated from suggestions by Committee, or any other paid-up member of the Society. Their appointments will be confirmed by a majority vote only at an AGM or a Special General Meeting convened for the purpose. However, if only one person is nominated for a production director's position, then that nomination can be confirmed by Committee.

- (iii) The primary responsibility of the Production Directors is the production of the shows. Production Directors shall not take stage parts in a show..

7. COMMITTEE AND GENERAL MEETINGS

- (i) The Secretary shall call committee meetings, prepare the Agendas for meetings for the Chairperson and take minutes. A minimum of six meetings shall take place during a calendar year.
- (ii) Committee business is confidential and shall not be discussed outside Committee meetings. However, minutes once agreed must be made available to the membership.
- (iii) The Secretary shall inform members of the date of the AGM 28 days before the meeting is due to take place and shall prepare the Agenda for the meeting. The Secretary shall call for motions to be debated at the AGM and for nominations for Society Officials and Committee Members. These shall be received no later than 14 days before the AGM.
- (iv) Any group of six fully paid-up members have the right to call a special general meeting at any time giving 7 days notice via the Secretary or Chairperson.

8. RULES

- (i) The constitution shall be open to inspection by members and any member having complaint shall, giving the Secretary reasonable time to call a Committee meeting, be allowed to attend to discuss the same.
- (ii) Production Directors and holders of responsible posts (see Paragraph 4(i)&6) shall be answerable only to the Committee.
- (iii) Any member having missed rehearsals without reasonable justification can be omitted by the Committee from the forthcoming production if deemed necessary by any Production Director and after discussion by Committee.
- (iv) Any Committee member having missed three consecutive meetings without reasonable justification shall automatically be dismissed from the Committee.

9. CHANGES TO THE CONSTITUTION

The Constitution shall not be amended except by a majority decision taken at a General Meeting. Notice of a proposed amendment must be given to the Secretary at least 14 days prior to this General Meeting.

Signed:-

Date:-

This Constitution was discussed at, and agreed by, the Society Annual General Meeting held on 27th March 2012 It supersedes any earlier Constitutions, which are no longer valid.

Grievance Procedure

Anyone having cause for concern or any problem during rehearsals should initially take the problem to the Director or, if during a show, to the Stage Manager.

If the problem cannot be resolved, then either party should take the problem to a Committee Member (see below) or to the Chairman.

Again, if the problem cannot be resolved, then it will be raised at a full committee meeting.

If a satisfactory resolution is still not achieved then the Complainant has the right to call a Special General Meeting (see the Constitution section 7 (iv)).

The decision of Committee is final and can only be overruled by an SGM.

Committee Members

The present Committee is made up as follows:-

Iain St. John	(President
Steve Ball	(Chairperson)
Russ Thornton	(Vice Chairperson)
Tracey Jones	(Secretary)
Viv. St. John	(Treasurer)
Samantha Smedley	
Louise Seldon	
Anna Maltby	
Alan Walker	
Ashley Booker	
Joanne Smith	
Nicole Henson	(Student Member)

The Committee is elected each year at the AGM (see constitution section 4 ((i) to (v))

Membership Fees (2013)

Full	£35
Student	£12
Joint	£50
Family	£60
OAP	£20
Unemployed	£20
Non-Acting	£20

DINNINGTON OPERATIC SOCIETY

PROTECTION OF CHILDREN AND VULNERABLE ADULTS

It is the policy of Dinnington Operatic Society to encourage children and other vulnerable persons to take part in their activities. (see constitution for restrictions on this). The Society also endeavour to protect all members from abuse and danger of all types. This will be achieved by all members being vigilant of any abusive or dangerous situations or potential situation and reporting it to the Chairman. Committee will take appropriate action.

Signed _____

Date _____