

The Brentwood Operatic Society

Founded 1905

RULES

1: The Society

The Society shall be called “The Brentwood Operatic Society” (“the Society”).

2: Objects

The objects of the Society shall be to encourage interest in staged musical shows and musical works in concert or cabaret format to reflect current trends.

3: Constitution

The Society shall consist of its Members and a President and Vice-Presidents. In these Rules, the President and Vice-Presidents shall be deemed to be Members of the Society.

4: Management

The Society shall be managed by a General Committee (“the Committee”) which shall consist of:

- (a) the Officers of the Society who shall be a Chairman, Honorary Secretary, Honorary Treasurer and an Honorary Business Manager, each of whom shall serve for a period of one year. Each office shall be held by a different person; and
- (b) six Committee members (who shall not also be Officers of the Society) each of whom shall serve for a period of three years.

Five members of the Committee shall form a quorum.

5: Election and Retirement of Officers and Committee Members

- (a) Officers: the Officers shall retire annually but shall be eligible for re-election. The Officers shall be elected at the Annual General Meeting of the Society by and from the members of the Society. Nominations for election of each Officer, together with the consent of the nominee, shall be lodged in writing with the Secretary not less than seven days before the date fixed for the Annual General Meeting. A late nomination may be accepted at the discretion of the Chairman of the Annual General Meeting and his decision shall be final.
- (b) Committee Members: two Committee Members shall retire annually in rotation and shall not be eligible for re-election as Committee Members for a period of one year thereafter. Committee Members shall be elected at the Annual General Meeting of the Society by and from members of the Society. Nominations for election shall be accepted at the Annual General Meeting.
- (c) Should a vacancy occur on the Committee during any year for an Officer or Committee Member, then the Committee shall appoint a member of the Society to fill such vacancy for the balance of the year until the next Annual General Meeting when the vacancy shall be filled by election in accordance with the provisions of sub-clause (a) or (b) above as appropriate PROVIDED ALWAYS that any person elected to fill the balance of a retired Committee Member’s term of office shall be entitled to stand for re-election at the end of such balance term for a further full three-year period.
- (d) The Committee shall continue to hold office until the conclusion of the Annual General Meeting at which its successors are elected.

6: Application for Membership

- (a) Applications for ‘Performing’ membership shall be considered from those wishing to act, sing or dance in Society productions. Membership in this category shall be granted to those able to demonstrate their suitability to the satisfaction of two members of the Committee.
- (b) ‘Off-Stage’ membership shall be defined as those wishing to serve as part of the production team, in an administrative capacity or as a supporter of the Society. Such members shall not, however, be eligible to sing, act or dance in Society productions (except where an ‘Off-Stage’ choir is required).

- (c) 'Performing' members under the age of eighteen years and those over eighteen but still in full time education shall be referred to as 'Junior/Student Members' and save as otherwise appears in these rules shall be treated in all respects as 'Performing' members.

7: Termination of Membership

Membership of the Society shall terminate in the following cases:

- (a) should the conduct of any member in the opinion of the Committee be detrimental to the character and interest of the Society, the Committee shall have the power to request such member to resign and a member so requested shall resign or be liable to expulsion by the Committee and, in any event, shall have no claim or remedy whatsoever against the Committee or the Society.
- (b) Should a member of the Society fail to pay any subscription, show levy or other payment within the period(s) specified in the relevant Clause of these Rules, then such person's membership shall forthwith cease, and, subject always to the discretion of the Committee, re-election to membership shall be subject to the payment of all outstanding dues and to the procedures for election to membership laid down in Clause 6 of these Rules.
- (c) Members wishing to retire from the Society must cancel their Standing Order with their Bank, but no subscription shall be refundable in respect of the unexpired portion of any month save at the discretion of the Committee.

8: President and Vice Presidents

A President and Vice Presidents shall be elected by the Members at the Annual General Meeting.

9: Rights of Members

All paid up Members of the Society shall be entitled to:

- (a) Receive the Society's periodic newsletters
- (b) Attend ~~at~~ social functions of the Society
- (c) Receive priority booking facilities

In addition, 'Performing' and 'Off-Stage' members over the age of sixteen shall be entitled to vote at any general meeting of the Society.

'Performing' members shall be entitled to be considered for all concert and staged performances of the Society, subject to such audition requirements as the Committee may deem appropriate. The decision of the Committee shall be final and binding.

10: Subscriptions

Membership subscriptions for each of the following categories shall be fixed at the Annual General Meeting of the Society:

- (a) 'Performing' membership
- (b) 'Off-Stage' membership
- (c) 'Junior/Student' membership

At the discretion of the Committee, a limited number of 'Performing' and 'Off-Stage' memberships may be granted for Life and/or 10-year periods at such sum as is agreed at the Annual General Meeting.

11: Payment of Subscriptions

New members' joining fee/subscriptions shall become due and payable on acceptance to the Society. For 'Performing' members, a monthly Standing Order shall become due a month after admission.

Existing 'Off-Stage' and 'Junior/Student' members' annual subscriptions shall become due and payable at the Annual General Meeting in each year. In the event of an existing member failing to pay his or her subscription within a period of one calendar month of that date, the Treasurer, Membership Secretary or other person appointed by the Committee

shall give notice in writing to the member and, if payment is not received within one calendar month of service of such notice, membership shall automatically cease.

12: Show Levies

The committee shall have power to impose a Show Levy on the members participating in a show.

13: Payment of Levies

All monies due from members in connection with the production and performance of any work shall be accounted for and paid to the Treasurer no later than seven days prior to the first performance.

14: Obligations of Secretary and Treasurer to keep records

- (a) The Secretary shall keep a proper record of all business transactions at the meetings of the Society and its Committee Meetings, and the Secretary, Business Manager or Chairman shall prepare an appropriate Report and present it to the Annual General Meeting.
- (b) The Treasurer shall keep a record of all monies received and expended on behalf of the Society and shall submit Accounts to the Annual General Meeting of the Society and shall circulate copies of all such Accounts on request.
- (c) Members personal information will be kept by the Society only as required and strictly in accordance with Data Protection legislation.

15: Auditor

An Auditor or Auditors not exceeding two in number shall be appointed by the members at each Annual General Meeting. They shall be qualified Accountants and shall, if the Committee deem it necessary, be paid a reasonable fee for their services.

16: Annual General Meeting

The Annual General Meeting of the Society shall be held no later than ninety days following the end of the financial year when the business required under these Rules shall be transacted.

17: Special General Meeting

A Special General Meeting, of which at least fourteen days' notice in writing must be given, may be called at any time by the Secretary at the request of the Committee or on receipt of a written requisition signed by not less than twelve members stating the purpose for which such meeting is to be called.

18: Notice of Meeting

A printed notice of every General Meeting shall be sent to each member at least fourteen days prior to the date fixed for such meeting.

19: Right to Vote

No vote shall be taken at a General Meeting of the Society unless and until the Treasurer certifies in writing to the Chairman of the meeting that each and every person intending to vote is a member of the Society. In the event of a dispute as to the right to vote the Chairman of the meeting shall rule on the issue and notwithstanding anything in these Rules to the contrary, his decision shall be final and binding.

20: Quorum at General Meeting/Resolutions at General Meeting

No business other than the formal adjournment of the meeting shall be transacted at any General Meeting unless a quorum shall be present and such quorum shall consist of not less than twenty-four persons present and entitled to vote. Unless otherwise provided by these Rules, all Resolutions brought forward at a General Meeting shall be decided by a bare majority.

21: Chairman's Casting Vote

At all General, Committee and Sub-Committee meetings of the Society, the Chairman of that meeting (whether or not the Chairman of the Society) shall have a second or casting vote. Such Chairman shall use his casting vote entirely at his discretion.

22: Functions and Powers of the Committee

- (a) The Committee shall have control of all financial matters connected with the Society and no member shall have authority to involve the Society in any commitment without the sanction of the Committee.
- (b) The Committee shall have the power to appoint sub-committees which shall be chaired by a member of the Committee or other nominated party who shall be responsible for reporting back to the Committee.
- (c) The Committee shall have power to invite any person, whether or not a member of the Society, to attend any Committee, and or sub committee meeting to assist as deemed necessary.
- (d) The Committee shall select the works to be performed taking account of such enquiries and advice as it considers necessary but the Committee's decision shall be final and binding.
- (e) The Committee shall for each production make such appointments as it deems necessary.
- (f) Notwithstanding anything to the contrary contained in these Rules, the Committee shall have the power to adopt such measures as it deems expedient for the conduct, proceedings and well-being of the Society.

23: Audition Sub-Committee

The Committee shall appoint an Audition Sub-Committee who will select the cast for works to be performed. Eligibility for selection to take part in a performance shall not carry the right to such selection and the Sub-Committee's decision shall be final and binding.

In respect of a Staged Performance the Audition Sub-Committee shall consist of five persons, namely:

- (a) The Chairman of the Society
- (b) The Director for the work
- (c) The Musical Director
- (d) A Member of the Society who is not a current member of the Committee
- (e) Such other person as the Committee may in its absolute discretion deem fit.

In the case of a Concert Work the Audition Sub-Committee shall consist of the persons referred to in sub-paragraphs (a), (c) and (d) of this Clause.

PROVIDED THAT:

- (i) In the event that any member of the Audition Sub-Committee shall be unable to serve thereon by virtue of incapacity or illness or some other cause, the Committee shall have power to appoint substitute members of the Audition Sub-Committee;
- (ii) No member auditioning or any member who has a member of their family auditioning shall sit on the Audition Sub-Committee.

24: Auditions

In order to audition, new members must have paid their joining fee and existing members must be up-to-date with their subscriptions.

Wherever possible, the whole cast list will be assigned on the day of the auditions. Only genuine extenuating circumstances will be considered for those who wish to audition ahead of the confirmed audition date. Such requests should be made to the production team and may only take place with a majority number of the audition panel available to undertake such an audition.

Members will be unable to audition after the confirmed audition date unless a part remains uncast and invitations for further auditions follow.

The casting decisions of the audition panel shall be final and binding.

25: Financial Obligations

Members of the Society shall be responsible for any financial obligations incurred by the Society.

26: Recovery of Money due to the Society

All monies due and owing to the Society including subscriptions of members shall be recoverable at law in the name of the Secretary.

27: Rules

These Rules shall be delivered to each member of the Society upon election as a member. Members shall be deemed to be bound to the observance thereof and no member shall be absolved from observance of these Rules on the plea of not having received a copy thereof.

28: Alterations to Rules

These Rules may be revoked or carried by resolution passed by a majority of two-thirds of those present and entitled to vote at a General Meeting of the Society. The Chairman may in his discretion refuse to allow discussion upon any amendment to the proposals specified in the Notice convening such meeting unless written notice of such amendment shall have been given to the Secretary not less than seven days before the date of the meeting.

These Rules, ratified at the Special General meeting held on the 18th day of June 1986, subsequently amended at the Annual General Meeting held on the 30th day of October 1997 and subsequently amended at the Annual General Meeting on the 23rd day of October 2008 shall replace all previous rules.