

Falmouth Theatre Company Rules

Rules adopted: 7th Sept 1948, 11th Nov 52, 6th Oct 53, 21st Jul 64, 21st Aug 79, Sept 82, 22nd Nov 83, 21st Sept 86, 27th March 88, 24th March 92, March 93, 19th March 97, 21st March 00, 19th March 05 and 16th March 15.

1. TITLE. the company, shall be known as "Falmouth Theatre Company".

2. THE OBJECTS. The objects of the company shall be to educate the public in the dramatic and operatic arts to further the development of the public appreciation and taste in the said arts; and in furtherance of these objects but not otherwise the Company through its management committee shall have the following powers:-

- a. To promote plays, drama, comedies, operas operettas and other dramatic and operatic works of educative value.
- b. To purchase, acquire and obtain interest in the copyright of or the right to perform or show any such dramatic or operatic work.
- c. To raise funds and invite and receive contributions from any person or persons whatsoever by way of subscription, donation or otherwise; provided that the Company shall not undertake any permanent trading activities in raising funds.
- d. To do all such other things as shall further the objects of the Company.
- e. To work in association with the Young Generation, providing advice and assistance whenever possible.

3. FINANCE.

- a. The funds of the Company shall be applied solely to the stated objects of the Company.
- b. No member of the Company shall receive payment directly or indirectly for services of the Company or for any other legitimate expenses incurred in its work.

4. CONSTITUTION.

- a. A President
- b. Life Members
- c. Full/Student Members(Acting and Non Acting).
- d. Vice-Presidents (no voting powers).
- e. Honorary Members (no voting powers).
- f. Members to be over the age of 16years old, unless deemed relevant to the production.

Note; The number of Full Members(Non-Acting) is not to exceed the number of Full/Student Members(Acting).

5. MANAGEMENT. The Company shall be managed by an Executive Committee to be elected at the Annual general meeting, as follows:-

Chairperson, Vice- Chairperson, General Treasurer, General Secretary, Chairperson of Musical/Drama Sub Committee, and six other members.

Musical and Drama sub-Committees to be responsible for casting and production are to be formed as follows.

Musical/Drama Sub-Committee:

Chairperson only to be elected at A.G.M.

The sub- committee may comprise of the following positions:

Chairperson, Musical Director, Choreographer, Production Secretary, Producer, Stage Manager, and Chorus Master/Mistress.

6. ELIGIBILITY & APPLICATION FOR MEMBERSHIP. Membership shall be open to all those having sympathy with the objects of the Company and desiring actively to further it and to pay an annual subscription. Application for Full/Student Membership (Acting and Non-Acting) and Associate Membership shall be made to the General Secretary, who may submit the same to the Executive Committee for approval.

The company welcomes applications for membership from everyone, including those who may be physically disabled or suffering from learning difficulties or other mental impairment. It should be noted however, that where active on stage membership is sought, the disabled person must be able to demonstrate the ability to make a meaningful contribution to a production, and where necessary, provide an able bodied helper at all rehearsals and at the theatre for the duration of the production itself.

7. CAPABILITIES OF CANDIDATES FOR MEMBERSHIP. Prior to election, all candidates for Acting membership shall satisfy the relevant Sub Committee as to their general suitability and music and acting ability, by the way of an audition.

8. SUBSCRIPTIONS. The Annual Subscription to the Company shall be recommended by the Executive Committee to the members at the Annual General Meeting and shall be fixed at that meeting.

9. PAYMENT OF SUBSCRIPTIONS. The first Annual Subscription shall become due and be paid to the Treasurer or Membership Secretary acting on his/her behalf, on receipt of notice of election from the Secretary, and all subsequent Annual Subscriptions shall become due on the 1st January in each year and shall be paid to the Treasurer or Membership Secretary not later than the 31st March in that year. Membership of the Company shall cease if the Annual Subscription remains unpaid for more than a year.

The cast of a production may have to pay a production fee, as determined by the Executive Committee.

10. LIFE MEMBERS. The Executive Committee shall nominate for Life Membership any Member who is deemed to have rendered exceptional services to the Company. Names of persons so nominated to be put forward to an Annual General Meeting for consideration.

11. FINANCIAL YEAR. The financial year of the Company shall commence on 1st January.

12. MEETINGS.

a. **Annual General Meeting.** The Annual General Meeting of the Company shall be held not later than the end of March, when the report of the Committee and Accounts for the past year, independently examined in accordance with the Charities Act 1993, shall be presented. The President, Chairperson, Vice-Chairperson, General Treasurer, General Secretary and other Members of the Executive Committee and Independent Examiner for the ensuing year shall be elected, together with Life Members, if any, and any other business on the Agenda transacted.

b. **Extraordinary General Meeting.** An Extraordinary General Meeting of the Company shall be called at any time at the discretion of the Executive Committee and shall be called within fourteen days of receipt by the General Secretary of a requisition in writing to that effect, signed by at least ten Members. Every such requisition shall specify the business for which the meeting is to be convened, and no other business shall be transacted at such meeting.

c. **Quorum at General Meeting.** No business other than 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-third of the total Voting Membership of the Company.

d. **Resolutions at General Meeting.** Unless otherwise provided for by these Rules, all resolutions brought forward at a General Meeting shall be decided by a bare majority of the votes properly recorded at such a Meeting and, in the case of an equality of votes, the Chairperson of the meeting shall have a second or casting vote.

13. RETIREMENT OF COMMITTEE MEMBERS (INCLUDING OFFICERS) AND INDEPENDANT EXAMINER.

Members of the Executive Committee (Including the Officers) and the Drama/Musical Sub Committee, shall retire annually but shall be eligible for re-election. The names of candidates for these positions shall be sent to the General Secretary in writing 7 days at least before the Annual General Meeting. However, should any positions have no candidate by then, nominations will be accepted prior to the start of the A.G.M.. If more names are proposed than the number required to fill the vacancies and sufficient names are not withdrawn at or before such meeting the election shall be by ballot. If all the before-mentioned positions shall not be filled at such Meeting or any casual vacancy shall therefore occur the same shall be filled by the remaining Members of the Executive Committee, or may be filled by a Company member appointed by the remaining Members of the committee. Such appointments must be ratified at a General Meeting and will have NO voting powers until such ratification. Only Full/Student members (aged 18 years and over) shall be eligible for election. The Independent Examiner shall retire annually but shall be eligible for re-election.

14. NOTICE OF GENERAL MEETING. A printed notice of every General Meeting, accompanied in the case of the Annual General Meeting by particulars of nominations for the Executive Committee (including the Officers) and the Drama/Musical Sub-Committee, and of any proposal to elect a Life

Member, shall be sent to each member at least 14 days prior for the day fixed for such meeting. Also, in the case of the A.G.M, the Statement of Accounts for the past year is to be posted on the notice board in the Rehearsal Rooms prior to the day fixed for such meeting, and copies to be made available at the AGM.

15. APPOINTMENT OF SUB-COMMITTEES. The Executive Committee shall have power to appoint Sub-Committees, to delegate to such Sub-Committees all or any of its powers, and it shall continue in office until the Annual General Meeting. They shall keep proper records and books of accounts, which shall be examined by the Company's Independent Examiner. Cash in hand at any time shall be disposed of as directed by the Executive Committee.

All acts and proceedings of such Sub-Committees shall be reported back to the Executive Committee as soon as possible.

16. SELECTION OF CAST. The Cast for any production shall be selected by a suitable Cast Committee including the director of the production, and shall be appointed by the relevant Sub-Committee. Decisions made by the Cast Committee shall be final and irrevocable.

17. REVISIONS OF THE CAST. However, the relevant Sub-Committee shall have the power to revise the Cast from time to time, if any Acting Member to whom a character has been assigned, shall, in its opinion, prove unsuitable for the part.

18. COMPLIMENTARY TICKETS. Complimentary tickets will only be given at the discretion of the relevant Sub-Committee.

19. ATTENDANCE AT REHEARSALS AND PERFORMANCES. A record of attendance of Acting Members at rehearsals and performances shall be kept. The Executive Committee shall have the powers to review a member's suitability and prohibit Members from taking part in the performance of the work in preparation, whose attendance at rehearsals has been irregular/ inadequate without valid reason, 3 or more times. Membership subscription will not be refunded.

20. ACTING MEMBERS IN EXCESS OF REQUIREMENTS. If at any time the number of Members rehearsing a Production exceeds the number required for the presentation of same, preferences shall be given to Members who, by reason of their general suitability, shall in the opinion of the relevant Sub-Committee, have rendered themselves most efficient.

21. EXCLUSION OF MEMBERS. The Executive Committee may remove from the list of members, confirmed by a General Meeting of the Company, the name of any Member who has persistently neglected the work undertaken by the Company, and the name of any Member whose conduct it considers likely to endanger the well-being of the Company.

22. VOCAL SCORES AND LIBRETTI. Members must pay a deposit for the loan of Vocal Scores, Libretti and Scripts and must pay in full for any losses to the Company.

23. COSTUMES, PROPS AND ACCESSORIES. No costumes to be worn on stage unless approved by the producer, director or wardrobe person. Hair styling for each production to be decided by the director and abided to be the cast at all times during the performances. No supplied costume to be

worn in public at any time, or outside the confines of the rehearsal rooms, stage or dressing rooms. Unless for approved publicity purposes.

24. SELECTION OF WORK. The appropriate Sub-Committee shall recommend for approval by the Executive Committee the work to be produced by the Company.

25. MONIES. All monies due to the Company shall be accounted for and paid to the General Treasurer immediately.

26. MEETINGS OF THE EXECUTIVE COMMITTEE. All meetings of the Executive Committee shall be called by the Secretary in accordance with any resolution to that effect passed by the Committee, and failing any such resolution at the discretion of the Executive Chairperson and Secretary. Six shall form a quorum.

27. EXECUTIVE COMMITTEE POWERS. The committee shall have the power to decide any questions arising out of these Rules and all other matters connected with the Company (other than those which can only be dealt with by the Company at an Annual General Meeting) and make and maintain and publish all necessary orders, regulations and bye-laws in connection herewith. All resolutions brought forward at Committee Meetings shall be decided by a bare majority of the votes properly recorded at such a meeting and, in the case of an equality of votes, the Chairperson of the meeting shall have a second or casting vote. The Executive Committee shall have power to co-opt, but such members shall have no voting powers.

28. VISITORS AT REHEARSALS. Members may not bring visitors to rehearsals except by previous permission from the relevant Sub-Committee.

29. ALTERATIONS TO RULES.

a. NO alterations of these rules shall be made except at a General meeting nor unless 21 days prior to such meeting written notice of proposed alteration or of one substantially to the like effect, shall have been given to the Secretary who shall give 14 days' notice thereof to the Members and the resolution embodying such proposed alteration shall be carried by a majority of at least two thirds of the votes recorded thereon at the Meeting.

b. NO alteration shall be made to Rules 2, 6, 7, 21, 29 and 33 without the approval of the Charity Commissioners for England and Wales or other authority having charitable jurisdiction from time to time.

30. SUB-COMMITTEE MEMBERS. The General Chairman, Secretary and Treasurer shall be Ex-Officio Members of all Sub-Committees (with power to vote except on the Cast Committee).

31. HONORARY MEMBERS. The Executive Committee shall have power to elect Honorary members to the Company. Their membership will terminate at the next A.G.M., but they will be eligible for re-election.

32. TRUSTEES OF THE COMPANY. All Officers and Members of the Executive Committee are ipso facto Trustees of the Company, and the property of the Company, (other than cash which shall be under the control of the General Treasurer), shall be vested in them to be dealt with by them as they shall from time to time direct by resolution, (of which entry in the Minute Book shall be conclusive

evidence). The Trustees shall be indemnified against risk and expense out of the Company property. Executive Committee members shall remain as Trustees of the Company and hold office until resignation from the Executive Committee or removal from the office of Trustee by resolution of that Committee which may seem appropriate to a majority of those present and voting at any Meeting.

33. DISSOLUTION. The Company shall only be dissolved by resolution passed by a majority of at least five sixth of the Members present, and voting at a Special General meeting called for the purpose of considering such dissolution, any balance remaining after the realisation of assets and payments of debts shall not be distributed among the Members of the Company, but be paid or transferred to such charitable institutions having objects similar to the objects of the Company, as the Executive Committee with the consent of the Meeting shall determine.