

SHEFFIELD TEACHERS' OPERATIC SOCIETY

RULES (Revised April 2007)

1 NAME

- 1.1 The Society shall be called 'Sheffield Teachers' Operatic Society' or 'STOS'.

2 OBJECTS

The objects of the Society are:

- 2.1 The study and performance of operas, operetta, musicals, and other genres of theatre, including play readings, concerts, excerpts, and fully staged performances;
- 2.2 To further the development of public appreciation of musical theatre;
- 2.3 To support other organisations with similar and/or charitable objects;
- 2.4 To further the development of the skills of its members in all aspects of musical theatre production;
- 2.5 To provide social activities for the members of the Society and its guests.

3 MEMBERSHIP

- 3.1 The Society shall consist of:
- 3.1.1 Society Members – any member wishing to support the Society;
- 3.1.2 Honorary Life Members – any member who is deemed to be a suitable person for an honorary membership;
- 3.2 Society membership shall be open to all those over the age of 16 years, who agree with the objects of the Society, wish to further those objects, and have paid the annual subscription fee (and any other fees) laid down from time to time. Applications shall be made in the form approved by the Executive Committee from time to time. The Secretary shall submit completed application forms to the Executive Committee for its approval.
- 3.3 Honorary Life Members, on the nomination and recommendation of the Executive Committee, shall be elected by the members at a General Meeting.
- 3.4 Society members wishing to resign must give written notice to the Secretary before the Annual General Meeting, and in default of so doing will be liable for the subscription for the current year commencing on that date.
- 3.5 Membership is non-transferable and ceases on death.

4 EXPULSION, SUSPENSION AND ALTERATION OF STATUS

- 4.1 The Executive Committee may resolve to expel a member. Expulsion shall only take place if at least two thirds of the Executive Committee then present in person or by proxy vote in favour of the Member's expulsion.
- 4.2 The Executive Committee may suspend any member whose subscription is overdue, and that member shall not be entitled to exercise any privileges of membership (including attendance at auditions) until the Member's subscription is paid.
- 4.3 The Executive Committee may resolve, after consultation with a Production Committee, to remove any Member from any cast of any Society Production if that Member's conduct has not been reasonably acceptable. The Executive Committee

may take the following factors into consideration:

- 4.3.1 rehearsal attendance
 - 4.3.2 non payment of the Show Fee by the due date
 - 4.3.3 failure to sell a reasonable number of tickets for the relevant production prior to the dress rehearsal of the relevant production
 - 4.3.4 non payment of any tickets ordered by the due date
 - 4.3.5 failure to abide by the Society's published policies (including child protection, anti-discrimination and health and safety policies)
 - 4.3.6 such other factors as are reasonable in the circumstances.
- 4.4 A Member shall not be expelled, suspended unless the Member has been given the opportunity to attend a meeting of the Executive Committee to answer any complaint. The Member may be accompanied by a friend at that meeting.

5 SUBSCRIPTIONS AND FEES

- 5.1 The annual membership subscription fee and any other fees shall be determined from year to year at each Annual General Meeting.
- 5.2 In addition to the annual membership subscription fees, Society Members shall pay a Show Fee for every production he or she has successfully auditioned for.
- 5.3 Annual subscriptions are due on date arranged for the Annual General Meeting and must be paid to the Treasurer within 8 weeks. New members shall pay the full annual membership subscription within 4 weeks of notice of acceptance of membership. Show Fees must be paid to the Treasurer within 4 weeks of the relevant production's audition.
- 5.4 The Executive Committee may refund any subscription or other fee if good cause is shown.

6 EXECUTIVE COMMITTEE

- 6.1 The Society shall be managed by an Executive Committee, proposed, seconded and elected at the Annual General Meeting, consisting of:
 - 6.1.1 Chairman
 - 6.1.2 Vice-Chairman
 - 6.1.3 Treasurer
 - 6.1.4 Secretary and
 - 6.1.5 4 other Members
- 6.2 The Executive Committee may co-opt a further two Members to become members of the Executive Committee.
- 6.3 One member of the Executive Committee shall be designated the Health and Safety Officer.
- 6.4 Production Managers shall have the right to attend Executive Committee meetings as observers.
- 6.5 The Executive Committee shall hold office until their successors are elected at the next Annual General Meeting. The Executive Committee may fill any vacancy occurring by resignation or otherwise. Retiring members of the Executive Committee shall be

eligible for re-election.

- 6.6 The Executive Committee shall hold at least four meetings a year. Special meetings may be called at any time by the Chairman, Vice-Chairman or Secretary. At least one weeks' notice shall be given of any Executive Committee meeting.
- 6.7 The Chairman shall be chairman of Executive Committee meetings. If the Chairman is absent, the Vice-Chair shall be chairman. If the Vice-Chair is also absent, the Executive Committee members present shall choose a chairman before any business is transacted.
- 6.8 The quorum for Executive Committee meetings shall be 5. Decisions of the Executive Committee shall be made by simple majority and in the event of equality of votes the Chairman (or acting chairman) shall have a casting vote. Any member of the Executive Committee shall be entitled to appoint another member of the Executive Committee as his or her proxy to attend and vote in that member's absence.
- 6.9 The Secretary (or in his or her absence, a member of the Executive Committee) shall keep minutes.
- 6.10 The Executive Committee shall have power to decide any questions arising out of these Rules and all other matters connected with the Society (other than those which can be dealt with only by the Society in General Meeting) and shall make, maintain and publish all necessary policies, orders, regulations and bye-laws in connection with such matters.
- 6.11 The Executive Committee may appoint one or more sub-committees consisting of two or more members of the Executive Committee and such other members as the sub-committee deems appropriate for performing any function of duty which in the opinion of the Executive Committee would be more conveniently undertaken or carried out by a sub-committee. Each sub-committee shall elect a chair, who shall be responsible for reporting the sub-committee's proceedings fully and promptly to the Executive Committee.
- 6.12 The Executive Committee shall appoint a Production Sub-Committee for each production consisting of a Production Manager, a Director, Musical Director and Choreographer and such other members as the Executive Committee shall deem appropriate. The Production Sub-Committee may appoint an Auditioning Sub-Committee for its production. The Production Manager shall be deemed to be the Production Sub-Committee's chair, who shall be responsible for reporting the sub-committee's proceedings fully and promptly to the Executive Committee.

7 FINANCE

- 7.1 The funds of the Society shall be applied solely in furthering the objects of the Society.
- 7.2 No expenditure shall be incurred by any member of the Society without the authority of the Chairman, Treasurer or Secretary. All accounts shall be sanctioned by the Executive Committee.
- 7.3 All cheques drawn on the account must be signed by at least two members of the Executive Committee.
- 7.4 The Society shall give an annual subscription to the National Operatic and Dramatic Association.
- 7.5 All monies due and owing to the Society shall be recoverable at law in the name of the Treasurer.

8 GENERAL MEETING

- 8.1 The Annual General Meeting of the Society shall be held in March or as soon as practicable afterwards, to transact the following business:
 - 8.1.1 To receive the Chairman's report of the Society's activities during the previous year;
 - 8.1.2 To receive the accounts for the past year and the Treasurer's report as to the financial position of the Society;
 - 8.1.3 The election of Officers, other members of the Executive Committee for the following year;
 - 8.1.4 On a vacancy occurring, the election of an Honorary President;
 - 8.1.5 The election of Honorary Life Members;
 - 8.1.6 The determination of the annual subscription and other fees (if applicable) for the following year;
 - 8.1.7 The determination of any charitable donation recommended by the Executive Committee;
 - 8.1.8 To decide on any resolution which has been duly submitted in accordance with these rules.
- 8.2 The Executive Committee shall call every Annual General Meeting. A Special General Meeting may be called at any time by the Executive Committee and shall be called within 28 days of receipt by the Secretary of a requisition in writing signed by not less than 10 Members stating the purposes for which the meeting is required and the resolutions proposed.
- 8.3 The Secretary shall give at least 21 days' notice of the Annual General Meeting and at least 14 days' notice for Special General Meetings to all Members at their last known email or postal address. Accidental omission from giving notice to any Member shall not affect the calling of the meeting.
- 8.4 The quorum for General Meetings shall be 10 members or 10% of the membership, whichever is greater.
- 8.5 The Honorary President (or in his or her absence, the Chairman) shall take the chair. If both Officers are absent, then the persons present shall appoint a chairman of the meeting.
- 8.6 Each Member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the chair of the meeting shall have a casting vote. Any Member shall be entitled to appoint another Member as his or her proxy to attend and vote instead of him or her. Any proxy so appointed shall have the same right as the Member to speak at the meeting. Any proxy so appointed must be notified to the Secretary in writing before the start of the relevant Annual General or Special General Meeting.
- 8.7 The Secretary (or in his or her absence, a member of the Committee) shall take minutes at all General Meetings.

9 PRODUCTIONS

- 9.1 The Executive Committee shall select works to be produced by the Society.
- 9.2 Society Members may audition to appear in any Society Production. If insufficient

Members are cast, the Production Sub-Committee may seek actors from outside of the Society Membership. Members taking part in any Society Production shall to the best of their ability play the parts assigned to them and obey the directions given at all rehearsals and performances.

- 9.3 A record of attendance of Playing Members at rehearsals and performances shall be kept.

10 RULES

- 10.1 A copy of these rules (as amended from time to time) shall be issued to every Member.
- 10.2 These rules may be altered by resolution at an Annual or Special General Meeting providing that the resolution is carried by a majority of two thirds of Members present in person or by proxy and further providing that at least 14 days notice of the proposed alteration has been given to the Members.

11 DISSOLUTION

- 11.1 If the Executive Committee decided that it is necessary or advisable to dissolve the society, it shall call a Special General Meeting. If the proposal is confirmed by a two thirds majority of those present in person or by proxy, the Executive Committee shall have the power to realise any assets held by or on behalf of the Society. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other society or charity as the Executive Committee shall determine.