

HORSHAM AMATEUR OPERATIC & DRAMATIC SOCIETY CONSTITUTION

1. Title

The Society shall be called the “Horsham Amateur Operatic and Dramatic Society” (the Society).

2. Objects

The objects of the Society are to entertain and educate the public in the dramatic and operatic arts, to further the development of appreciation and taste in these arts and to assist and further such philanthropic and charitable purposes as the Committee shall from time to time determine.

3. Membership

- a) The Society shall consist of Members and Life Members, hereinafter called Members. Members of these categories shall have full voting rights. The Society may elect to include additional member categories to further the “Objects” noted above. These shall be known as Incorporated Memberships
- b) The minimum age for Membership shall be fifteen years.
- c) No person shall be admitted to membership unless there is a clear two days’ interval between application or nomination and admission or election. The name of all applicants must be prominently displayed on the notice board two days before admission or election. All applications or nominations must be approved by the Committee.
- d) Bona fide orchestral musicians accompanying a musical production shall be considered Members of the Society for a period not exceeding thirty days up to and including the last performance of such a production, without payment of a subscription.
- e) Bona fide backstage staff assisting in any production shall be considered Members of the Society for a period not exceeding ten days up to and including the last performance of such a production, without payment of a subscription.
- f) If any Members of the Society brings the good name of the Society into disrepute, the Committee shall have the right to terminate their membership forthwith, with the forfeit of any remaining subscription. The Committee’s decision shall be final.
- g) The Society may from time to time elect Life Members to acknowledge distinguished service; such Life Members shall have full voting rights.

4. Incorporated Memberships

- a) The Society may elect to create Incorporated Membership categories to further the societies “Objects”. Examples may include a Junior Membership or relate to specific theatrical disciplines. These categories may participate in separate HAODS productions and/or classes.
- b) The Committee may vary the name of such categories if required. Full details of membership criteria and the associated operation of the Incorporated Membership categories will be defined by addendums to this constitution
- c) Incorporated members are not entitled to vote

5. Officers and Committee

- a) The affairs of the Society shall be directed by a Chairman, Honorary Secretary, Honorary Treasurer and a Committee of six members – four to form a quorum.
- b) The Chairman, Honorary Secretary, Honorary Treasurer, Honorary Auditor and Committee shall be elected from voting Members at the Annual General Meeting, to be held in September each year. All propositions must be made in writing, properly proposed, seconded and accepted by the nominee and voted by secret ballot. Committee Members shall serve for two years, three Members retiring each year.
- c) The Musical Production Director, Musical Director, Drama Director, Stage Manager, Publicity Manager, Box Officer Manager and Production Manager shall be ex-officio members of the Committee, from the time of their appointment, until the conclusion of the production for which they were appointed, but shall not have the power to vote, unless they are already an elected Committee Member. The Production Manager will report to the Committee on behalf of the Stage Manager, Publicity Manager and the Box Office Manager, unless in special circumstances as determined by the Committee.
- d) The Committee shall have the power to co-opt, but such members shall not have the power to vote at Committee meetings.
- e) Following the Annual General Meeting, the Committee shall have the right to appoint a Vice-Chairman, a Society Press Officer, a New Member’s coordinator, a Wardrobe Department Manager, a Properties Department Manager, a Librarian and a Newsletter Editor for that year, from the membership of the Society.
- f) The Committee shall have the power to deal with any emergency arising.

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6. Finance

- a) The financial year of the Society shall end on the 30th of June.
- b) The funds of the Society shall be applied solely to the stated objects of the Society. No Member of the Society shall receive payment directly or indirectly for services to the Society for other than legitimate expenses incurred in its work. In the event of the dissolution of the Society, the remaining funds shall be devoted to objects similar to those of the Society or other purposes approved by the Commissioner of Customs and Excise.
- c) The subscriptions paid by Members shall be those sums approved from time to time at an Annual General or Extraordinary General Meeting. Subscriptions shall fall due 12 calendar months from the date the member joins the Society and must be paid within four weeks of the due date. Failure to pay will result in forfeiture of membership. No subscriptions shall be payable by Life Members.
- d) Members who successfully audition for either a principal role or as a chorus member for a musical production or a role in a play, shall pay such a sum as from time to time be approved at an Annual General or Extraordinary General Meeting, as a show fee. Such fees to be paid not more than four weeks after the Auditions. A Member failing to pay the show fee by the due date shall not take part in the production.
- e) Members are to provide their own music, libretti and scripts at their own cost.

7. Choice of Productions and Production Officers

- a) The musical productions to be performed by the Society shall be selected by voting Members at an Annual General or Extraordinary General Meeting from a minimum of two shows; these shows having firstly been approved by the Committee, will be recommended to the Membership by a Shows Sub-Committee the members of which need not be full Committee Members.
- b) Potential Drama Producers shall submit suggestions for a play to the Committee for their approval.
- c) The Musical Production Director, Musical Director, Drama Director, Stage Manager, Production Manager, Publicity Manager and Box Office Manager for each production shall be elected by the voting Members, after discussion at an Annual General or Extraordinary General Meeting and shall hold the position for one production only. All propositions must be made in writing, properly proposed, seconded and accepted by the nominee and voted by secret ballot.
- d) The cast and chorus for all musical productions shall be selected by an Audition Panel consisting of the Musical Director, Director, Choreographer (if appointed by the Director) and such other people approved by the Committee and not auditioning in that production, to make a total of five persons. All Members wishing to be considered for a production must make their intentions known to the Director or Musical Director, in writing, at least 24 hours before the commencement of the auditions.
- e) The cast for all plays shall be selected by the appointed Director in whatever manner he or she feels appropriate.
- f) Any Member falling below standard at rehearsal during the production of a musical or play may be asked to stand down by the Committee, after consultation with the Director or Musical Director. The Committee's decision shall be final.

8. General Meetings

- a) Annual General Meetings
All Members shall be given at least seven days' notice of the Annual General Meetings (at which 20 voting Members shall form a quorum) which shall be convened to take place in September each year, with voting by secret ballot.
- b) Extraordinary General Meetings
An Extraordinary General Meeting (at which 20 voting Members shall form a quorum) may be called by the Committee or on receipt by the Honorary Secretary of a requisition signed by not less than ten voting Members of the Society; such a requisition to state the object and business of such a meeting. All Members shall be given at least seven days' notice of such an Extraordinary Meeting, with voting by secret ballot.
- c) All Meetings
Meetings of the Members or Committee may be held by Internet discussions or electronic transmissions. Participation in a meeting shall constitute presence in person at such a meeting, except where a person is unable to attend and has sent their apologies and submitted their proxy vote to the Secretary at (Secretary@haods.co.uk)

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9. Amendments to the Constitution

No rules shall be altered or amended except at the Annual General Meeting or at an Extraordinary General Meeting.