



## **The Present Constitution (updated April 2025)**

### **1. TITLE**

The title of the Society shall be "St. Andrew's Operatic Society"

### **2. OBJECTIVE**

The objective of the Society shall be the performance of Gilbert & Sullivan operas, other works and choruses.

### **3. MEMBERSHIP**

- a) Membership shall be at the discretion of the Management Committee
- b) All members will abide by the constitution and rules of the Society
- c) Members must have attained the age of sixteen (16). The Musical Director will request the audition of such a proposed member.
- d) Non-performing and concert membership shall be available, with reductions for those in full-time education.
- e) There will be an annual subscription, commencing 1<sup>st</sup>. April in any year to the 31<sup>st</sup>. March the following year. The subscription entitles the member to vote at the Annual General Meeting (AGM) to be held in the April following the close of the financial year end of 31<sup>st</sup>. March. The amount of the Annual subscription shall be determined by the Management Committee. This will be put to the membership at the AGM. The annual subscription is due to be paid by the date of the last concert, the first floor rehearsal or before the auditions if a member is auditioning for a part.
- f) Honorary membership may be awarded or withdrawn at the discretion of the Management Committee.
- g) Honorary membership shall be defined as being a gift of membership of the Society requiring no further payment of subscriptions.

### **4. HONORARY PRESIDENT**

The incumbent of St. Andrew's Church shall be the Honorary President of the Society. The President has the right to attend any meeting of the Society.

### **5. HONORARY VICE-PRESIDENT**

Any Honorary Vice-President shall be elected by the Society.

### **6. OFFICERS AND OFFICIALS**

- a) The officers of the Society shall be: Chairman, Secretary and Treasurer. These shall be elected at the AGM. Nominations for these positions shall be made in writing, bearing the signature of the nominee, proposer and seconder. Nominations shall be made to the Secretary **seven days** before the AGM.
- b) A Vice-Chairman shall be elected from the Management Committee at the first meeting following the AGM.
- c) Other officials of the Society shall be: Business Manager, Publicity Manager, Front of House Manager, Wardrobe Manager, Properties Manager, Make-up Manager, Auditor, Stage Manager Technical Advisor, Patrons Secretary and Music Librarian. Nominations for these positions shall be made in writing, bearing the signature of the nominee, proposer and seconder. Nominations shall be made to the Secretary **seven days** before the AGM.
- d) The Management Committee will advise the AGM regarding the positions of Musical Director, Accompanist and Director(s).

## **7.MANAGEMENT COMMITTEE**

The Management Committee shall consist of:

- a) The Officers
- b) Six members. Two members shall be elected annually to serve for a three-year period. A committee member who has served 3 years shall not be eligible for re-election, unless there are insufficient nominations. In this case the retiring committee members will be eligible for re-election. He or she may, however, serve as an official. Nominations shall be made in writing, bearing the signature of the nominee, proposer and seconder. Nominations shall be made to the Secretary **seven days** before the AGM.
- c) Any Officials, members or other persons may be invited to attend a Management Committee meeting as and when necessary. All such attendances shall be in an advisory capacity, and those invited shall not have a vote.
- d) All work undertaken for the Society shall be in an honorary capacity. Basic expenses will be paid, where appropriate, and at the discretion of the Management Committee.
- e) The Management Committee has the power to co-opt.
- f) The Management Committee has the power to make rules. These rules will be put to the membership at the AGM for its approval.

## **8.ANNUAL GENERAL MEETING**

Members shall be given at least fourteen (14) days notice of the AGM

The AGM shall be held in April.

A quorum consists of 51% of paid-up members.

The business of the meeting shall be:

- a. To read and adopt the minutes of the previous AGM
- b. To receive and adopt the audited accounts of the Society
- c. To receive and adopt reports from Officers and Officials
- d. To elect Officers, Committee Members & Officials
- e. To adopt the amount of the subscription for the current year
- f. To appoint an auditor
- g. To elect an Appeals Committee
- h. To receive and adopt any rules or amendments thereto
- i. To receive and adopt any changes to the Constitution
- j. To receive and adopt the Management Committee's recommendation(s) for future performances
- k. To consider any items of correspondence

When a vote is necessary

- (i) Only paid-up members shall be entitled to vote
- (ii) For an election, voting shall be by secret ballot

## **9.EXTRAORDINARY GENERAL MEETING**

An Extraordinary General Meeting (EGM), for at which at least ten (10) days notice in writing shall be given to all members, shall be convened at the request of the Management Committee or on the written request of at least ten (10) members of the Society. The only business to be transacted shall be sent out on the request. A quorum shall be two-thirds of the membership plus one.

## **10.MANAGEMENT COMMITTEE MEETINGS**

The Management Committee shall hold monthly meetings when necessary or at the request of any Officer or Committee Member. Six days written or verbal notice shall be given to Committee members. A quorum shall consist of two Officers and three elected Committee members. Decisions in cases of emergency may be taken by the Chairman. Such decisions shall be notified to the Committee as soon as possible.

## **11. CASTING COMMITTEE**

The Casting Committee shall be appointed by the Management Committee and will consist of Chairman, Director(s), Musical Director and two other members. The Casting Committee has the power to revise the cast if any member given a part shall prove, in its opinion, unsuitable for that part. The Casting Committee shall be ultimately responsible to the Management Committee.

## **12. STAGE MANAGER**

The Stage Manager has the power to invite members to form a stage crew. The Stage Manager shall be ultimately responsible to the Management Committee.

## **13. SOCIAL MEDIA.**

All official posts on our public website and official social media pages, excluding members only pages, must first be approved by the Chair and/or Committee.

All photography/filming of performances (including rehearsal) must have the appropriate form completed and taken to/ approved by the Chair/committee in advance so that there is clarity on the who/what/why. This will help ensure members preferences around the use of their images can be respected.

## **14. VOTING**

Only paid-up members of the Society are eligible to vote.

## **15. RECORD OF ATTENDANCE**

A record of members' attendance at rehearsals shall be kept. Any member with three or more consecutive absences may be asked by the Management Committee to withdraw from all or part of the next production/concert/performance.

## **16. EXPULSION**

The Management Committee, by a unanimous vote, may expel any member who, in their opinion, neglects any work undertaken by the Society and/or conducts himself/herself in a manner detrimental to the Society. Any expelled member has the right to appeal within two weeks of notification of the decision. This appeal shall be heard by the Appeals committee, made up of 5 members elected at the AGM none of whom will have been involved in the original decision to expel.

## **17. PATRONS**

Patronage is available on conditions determined by the Management Committee.

## **18. FINANCIAL YEAR**

(a) A minimum of 10% of subscriptions to be allocated to purchase music. Any monies not spent to be carried over to the following year.

(b) The Society's Financial Year shall end on March 31<sup>st</sup>.

## **19. DISSOLUTION**

The Society shall be dissolved only at an Extraordinary General Meeting. This meeting would consider a resolution put by the Management Committee who, having earlier met to consider the situation, had decided that there was no other option than to dissolve the Society. This resolution would require a majority of 5/6ths of members present.

In the event of the cessation of St Andrew's Operatic Society all assets (Financial and Physical) shall transfer to St. Andrew's Church to be used for the furtherance of activities in the Priestman Hall.

## **20. GENERAL:**

The Management Committee shall have the power to decide on any questions arising out of the Constitution and on all matters connected with the Society.

The Constitution may be amended only at an AGM or at an Extraordinary General Meeting.