

Keynsham Light Opera Group Constitution

1. In this Constitution:
 - (a) The “Group” means the Keynsham Light Opera Group;
 - (b) “Patrons” means persons who, while they do not wish to pursue the objects of the Group, wish to support those objects, and who shall subscribe annually such sum as shall be recommended from time to time by the Committee;
 - (c) “Members” means persons who wish to pursue the objects of the Group, and who shall pay the annual subscription as determined by the Committee annually. Members who wish to take part in any production shall pay an additional fee for that production, which shall be determined by the Committee annually;
 - (d) “Life Members” means persons who shall be elected by an AGM on the recommendation of the Committee, in recognition of outstanding services rendered to the Group; and who pay no membership fee from the date of their election;
 - (e) “Officers” means (a) the Chair, (b) the Vice Chair, (c) the Secretary, (d) the Treasurer and (e) the Assistant Secretary;
 - (f) “Production Officials” means (a) the Director and (b) the Musical Director;
 - (g) “Elected Members” means Members elected to the Committee at an AGM or EGM;
 - (h) “AGM” means Annual General Meeting;
 - (i) “EGM” means Extraordinary General Meeting; and
 - (j) “Nominated Officers” means (a) the Chair, (b) the Vice Chair, (c) the Treasurer and (d) the Secretary;
2. The Group shall be called the “Keynsham Light Opera Group”.
3. The objects of the Group shall be the study and performance of Light Opera and Musical Productions, and the pursuit of other allied and supporting activities.
4. The Group shall consist of:
 - a) Patrons;
 - b) Members; and
 - c) Life Members.

5. Patrons, Members and Life Members shall be entitled to attend General Meetings of the Group, but only Members and Life Members have the right to vote at such Meetings, and in any ballot held by the Group.
6. Members shall be encouraged to share in the work of the Group fulfilling its objects, including making such contributions, financial or otherwise as may be necessary, to those objects. Acceptance of membership shall be deemed to be acceptance of the terms of these rules. In the event of the conduct of a Member being called into question, that member shall be invited to attend before the Committee. The disciplining of members shall rest solely with the Committee.

Management

7. The Group shall be managed by a Committee comprising:
 - a) the Officers;
 - b) the Production Officials; and
 - c) a maximum of five Elected Members.
8. The quorum for a Committee shall be five and must include the Chair or Vice Chair.
9. The Committee shall have the power:
 - a) to co-opt additional Members from time to time, but such co-opted members shall not have the right to vote at Committee meetings; and
 - b) to invite Members to join the Committee from time to time, to replace any of the Elected Members who resigns during their time of office, and such Members shall have the right to vote at Committee meetings.
10. Elections for the Officers and Elected Members shall take place annually at the AGM. Members may submit nominations for Officers and Elected Members, which must be seconded by another Member, to the Secretary, and the last date for submission is fourteen days before the AGM. Where an Officer stands down for any reason during the year the Chair shall nominate a replacement, who shall hold office for the remainder of the year if approved by the Committee.
11. If necessary, elections to the Committee may also take place at an EGM.
12. The election for the Committee shall be conducted as follows:
 - a) each Member and Life Member present is entitled to vote for one candidate for each Officer post, and to vote for up to five candidates for Elected Member posts;

- b) to be elected, an Officer or an Elected Member must receive (i) at least 50% of the votes of the Members and Life Members present and (ii) more votes than any other candidate for the post;
 - c) if fewer than three Elected Members are elected in this way, a second round of voting will be carried out. In this round, the number of candidates shall be the number of vacant places plus one (N+1). Those candidates who received the fewest votes in the first round shall be progressively eliminated until the number of remaining candidates equals N+1;
 - d) each Member and Life Member is entitled to N votes in the second round. Elected Members shall be elected on the same basis as in paragraph 12(b) above. If fewer than N candidates are successful, the remaining Elected Member posts shall remain vacant.
13. The Production Officials for each production shall be appointed by the Committee for each production on such terms as the Committee may determine, and shall have voting powers at the Committee meetings, but only in relation to matters relating to their production (the definition of which shall be at the discretion of the Chair).
14. Committee meetings shall be called by notice of the Secretary, and shall be called at the request of the Chair, the request of at least four members of the Committee, or by resolution of the Committee.
15. The Committee may appoint such sub-committees or working groups as it may determine, subject only to the requirement that at least one member of the sub-committee is a member of the Committee.
16. Members of the Committee must declare if they have an interest in any matter put to the vote in a Committee meeting. An interest may include financial or personal stake in the decision to be taken. Failure to declare an interest will result in the vote being null and void. A member of the Committee who has declared an interest may not participate in that vote, other than at the discretion of the Committee.

Meetings

17. There shall be an AGM.
18. The AGM shall be held annually before the end of June, to transact the following business:
- a) To receive and if approved adopt the reports of the Committee, including a Business Statement, Statement of Accounts and Auditor's Report;
 - b) To elect the Committee, and to vote on the election of Life Members if recommended by the Committee;

- c) To deal with any other business of the Group brought to the AGM by the Committee.
- 19. Items to be dealt with at the AGM shall be placed upon the agenda by the Secretary at the request of the Committee, or of any member of the Group upon notice to the Secretary at least fourteen days prior to the AGM.
- 20. An EGM may be called at any time by the Committee, and shall be called upon receipt of a written request by not fewer than ten Members. At least fourteen days' notice shall be given to the Secretary, including the detailed motions to be debated.
- 21. The quorum for any General Meeting shall be twenty Members.

Finance

- 22. The Treasurer shall maintain the Accounts, and hold such banking accounts and deposits as the Committee may determine. Accounts shall be audited annually, and the Auditor's report made available to the AGM.
- 23. The signature of any two of the Nominated Officers shall be required on any cheque or financial transaction. Payments to other bodies, except in respect of services, goods or materials, shall be made only after approval by the Committee.
- 24. Production Officials may not enter into any legal or financial commitment to any third party without the explicit approval of the Chair and the Treasurer.
- 25. In the event of a financial loss being incurred, a general appeal for subscriptions may be made, in addition to any other action the Committee may decide upon.

Productions

- 26. There shall be two productions each year. The Spring production shall normally be of a recognised, copyrighted show. The Autumn production shall normally be the creation of its Production Officials.
- 27. Spring productions shall be selected by the Committee by the following procedure:
 - a) the Chair shall invite Members to submit proposals for Spring shows to the Secretary, with a deadline for submissions;
 - b) the Committee may appoint a sub-committee to prepare a shortlist of suitable productions if appropriate: the sub-committee, as far as is practicable (any questions being determined by the Chair), shall not include any current Production Official or Member wishing to become a Production Official for the production being selected;

- c) where (b) applies, the sub-committee, having consulted the membership and potential directors as far as practicable, shall produce a shortlist of productions for the Committee;
- d) the Committee shall decide which of these shall be the next Spring production: members of the Committee will be asked to declare any interest in the decision before any vote is taken, and any member with an interest will not be permitted to take part in the vote;
- e) the Chair shall then invite interested persons to apply to produce the Spring production, the applications to include their proposed Musical Director and other members of the production team;
- f) applications from non-Members may be entertained, provided that, if they are appointed, they become Members and pay both the annual membership and production fees;
- g) the Committee will appoint a production team for the selected production.

28. Autumn productions shall be selected by the Committee by the following procedure:

- a) the Chair shall invite interested persons to submit proposals for Autumn productions to the Secretary;
- b) proposals will include a synopsis of the plot and/or music (as appropriate), the production team, the proposed budget and any other relevant details as specified by the Chair;
- c) the Committee may appoint a sub-committee to produce a shortlist of suitable proposals if appropriate, in the same way as in rule 27(b);
- d) the Committee shall select the next Autumn production. Selection of the production by the Committee shall also constitute acceptance of the proposed production team.

29. The Committee shall hold such auditions and tests as it may to determine in order to cast a show or to select a chorus, and may appoint a sub-committee for such a purpose. The sub-committee shall include at least the Chair and the Production Officials, and the Chair shall have the casting vote.

30. In order to audition for a production, a Member must have paid both the annual and relevant production fee. Where a Member has genuine difficulty in complying with this rule, the Treasurer may allow the Member to audition, provided that a satisfactory arrangement has been put in place to ensure full payment within a reasonable time, before the audition takes place. Failure to comply with this

arrangement may result in the Member being excluded from the production by decision of the Committee.

31. Fees payable before auditions are non-refundable, other than at the discretion of the Committee.
32. The Production Officials may perform in a show only with the prior approval, and at the discretion of the Committee.
33. Principal roles may be offered to non-Members only after suitable auditions have been held internally, and anyone taking up such a role shall be required to pay both the annual membership and production fees. Where the Chair deems it appropriate, the Chair may waive the fees, that decision to be subject to subsequent ratification by the Committee.
34. The Production Officials shall jointly manage all rehearsals.
35. Attendance of Members at all rehearsals is mandatory, other than where absence is justifiable and, as far as possible, communicated to the Production Officials in advance. Should a Member fail to attend sufficient rehearsals without satisfactory reasons, so as in the view of the Production Officials to jeopardise the production, the Production Officials may recommend to the Committee that the Member be excluded from the production. The Committee's decision shall be final, and exclusion will not entitle the Member to any refund of production fees.

General

36. No alteration to these rules shall be made except at a quorate General Meeting, and then only by the affirmative vote of at least three quarters of those present and entitled to vote.