



## **BIG BOX YOUTH THEATRE**

### **RULES**

#### **1. Title**

The group shall be called Big Box Youth Theatre, Nottingham.

#### **2. Objects**

To provide dramatic and musical experiences and theatrical training for young people.

#### **3. Constitution**

The group shall consist of acting and non-acting members' aged 7-20 yrs thereby covering school years 3-13 and the NODA Youth award available up to 20 yrs of age, and Friends of the Society over 20 yrs. Friends of the Society shall be either parents of acting/non-acting members or such other persons who demonstrate a genuine interest in the Group.

#### **4. Management**

The Group shall be managed by a General Committee consisting of Honorary Business Manager, Honorary Treasurer, Honorary Secretary and up to 6 other elected to the General Committee.

#### **5. Elections and Expulsion of the Members**

The election and expulsion of acting and non-acting members shall rest with the Production Team & General Committee.

#### **6. Finance**

The funds of the Group shall be applied solely to the state objects of the group. No member of the Group shall receive payment directly or indirectly for services to the Group or for other than legitimate expenses incurred in its work.

## **7. Application for Membership**

Application for acting and non-acting membership shall be made by enquiry to the group at rehearsal sessions or through email and social media.

## **8. Entry Auditions and membership**

Formal entry auditions may be required, the production team and musical directors shall determine the suitability of members in dramatic or musical roles, and with the general committee shall determine the suitability of members continuing in acting, or other capacity.

## **9. Subscription**

An Annual fee and a weekly subscription shall be paid by all acting and non-acting members of the Group. The annual fee shall be due by 3 weeks after commencement with the group otherwise members may not be eligible to audition. Weekly subscription shall be paid on attendance throughout the season at each rehearsal, the amount to be determined by the General Committee. Acting and non-acting members are liable to suspension if weekly subscriptions are not paid regularly.

## **10. Subscription (Friends of the Society)**

An annual subscription, the amount to be determined by the General Committee, shall be paid by all Friends of the Society as soon as possible at the beginning for the season but no later than 4 weeks prior to the main production.

## **11. Resignations**

Members wishing to resign should inform the Secretary in writing or via email. Re-instatement of acting and non-acting membership will be subject to availability of places.

## **12. Financial Year**

The financial year of the Group shall commence on 1<sup>st</sup> September and a financial account prepared within one calendar month after the 31<sup>st</sup> August of each year.

## **13. Annual General Meeting**

The Annual General Meeting of the Group shall be held within two calendar months after the 31<sup>st</sup> August in each year when the accounts shall be presented, duly audited, and elections held for the members of the General Committee, and Officers where relevant.

## **14. Voting**

At all the meetings of the group, i.e General Committee, and sub-committees, questions coming before such Committee meetings shall be decided by the majority of committee members present by a **vote**. In any case of equality of votes the Chair of the meeting shall have a second or casting vote. The voting on all questions, other than for election of the General Committee at the Annual General Meeting, shall be by show of hands, but at the request of 10 or more members at the Annual General Meeting the Chair shall direct a division to be taken and appoint scrutineers for the purpose. All fully paid up acting/non-acting members aged 16yrs and over shall be entitled to vote, all fully paid up acting/non acting members aged 15 years and under shall have one vote by proxy (1parent/guardian per child). All General Committee including Life Honorary Members shall be eligible to a vote.

## **15. Extra-Ordinary Meeting**

An Extra-Ordinary General Meeting of members may be called at the discretion of the General Committee, or at the written request of 10 or more members. Such a request, which must state the business to be brought before the meeting, must be forwarded to the Honorary Secretary who shall give 7 days notice of such a meeting and in the notice shall set out the business to be transacted. No other business shall be brought before the meeting.

#### **16. Quorum at the Annual General Meeting**

A quorum of not less than 1/3 of the total voting membership must be present at a meeting to allow any business, other than the formal adjournment of the meeting, to take place.

#### **17. Retirement of Officers and Members of the General Committee**

All Officers of the General Committee shall retire every 3 years and be eligible for re-election. Members of the General Committee shall retire annually but be eligible for re-election. The names of the candidate for these positions shall be sent to the Honorary Secretary in writing at least **5** days before the AGM and, if necessary, there shall be an election by ballot.

#### **18. Notice of Annual General Meeting**

An email notification or printed notice of every Annual General Meeting, accompanied by reports and draft agenda and previous AGM minutes shall be sent to each member at least **14** days prior to the day fixed for such a meeting.

#### **19. Meetings of General Committee**

At the 1<sup>st</sup> meeting of a newly elected General Committee a Chair for the year shall be elected. At least 50% shall form a quorum at every meeting of the committee.

#### **20. General Committee Powers**

The General Committee may appoint a Director and Musical Director as may be required for each production. The Committee in discussion with the production team shall also be responsible for any other appointment appropriate to the production.

### **21. Cast Auditions**

Cast Auditions shall be conducted by a panel of up to 4 members of Big Box Youth Theatre, to be decided by the committee, and it is responsible for the allocation of all parts in any production or presentation during the year. The panel will consist in part of the Director, Musical Director, and / or Choreographer.

### **23. Revision of Cast**

The Cast Auditioning Panel shall have the power to revise the cast if necessary, after consulting with the Director, Musical Director or Choreographer where relevant.

### **22. Control of Rehearsals**

The Musical Director or their assistant shall control all music rehearsals and the Director or their assistant shall control all stage rehearsals plus dancing in co-operation with the Choreographer.

### **23. Attendance at Rehearsals**

An attendance register of acting and non-acting members shall be kept and the General Committee shall have the power to prohibit any such member taking part in the production under preparation, if the member does not attend regularly on time.

### **24. Selection of Works**

The General Committee and Production team, in conversation with the Youth Membership shall select the works produced by the group.

### **25. Production Money**

All monies due from members in connection with any production shall be accounted for and paid to the Honorary Treasurer as soon as possible but no later than 21 days after the final performance.

**26. Recovery of Money due to the Group**

All monies due and owing to the Group shall be recoverable by law in the name of the Group.

**27. Dissolution of the Group**

The Group shall be dissolved only after the passing of a resolution by at least 5/6<sup>th</sup> of members present and voting at an Extra-Ordinary General Meeting called for the purpose and considering such dissolution.

**28. Alteration to the Rules**

No alteration to these rules shall be made except at an Annual General Meeting or an Extra-Ordinary General Meeting, nor unless 21 days prior to such a meeting a written notice of the proposed alteration, or of one substantially to the like in effect, has been given to the Honorary Secretary. The Honorary Secretary should give 14 days' notice thereof to members and the resolution embodying such proposed alterations shall be carried only by a majority of 2/3 or over of the votes recorded at the meeting.

5<sup>th</sup> September 2014