

WELLS little THEATRE

Wells Operatic Society
RULES AND REGULATIONS

JULY 2023

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1. General

The Society shall be known as Wells Operatic Society and is hereinafter referred to as “WOS”.

The objects of WOS are:

- a) To encourage and promote the performance of plays, musicals, pantomimes, reviews, and dramatic works.
- b) To maintain the building and its facilities for the use of members, their guests and other classes of persons who may use them.

2. Version Control

The WOS rules and regulations were first adopted prior to January 2005.

It has been reviewed and updated since then. In the future it will be revised annually, or where there is a change in legislation or guidance or an incident that warrants immediate changes.

APPROVAL DATE	NEXT REVIEW DATE	RESPONSIBLE PERSON	AUTHOR
January 2005	July 2010	Committee	Committee member RW/GE
July 2021	July 2023	Committee	Committee member AL
July 2023	July 2024	Committee	Committee member AL/PP

3. The Committee

- a) WOS shall be managed by a General Committee consisting of:
 1. Chair
 2. Vice-Chair
 3. Secretary
 4. Treasurer
 5. Publicity Officer
 6. Stage Representative
 7. Theatre Administrator
 8. No more than seven addition general members
 9. The President of WOS shall be the current mayor of Wells City, but shall not be entitled to vote

All the above must be current paid-up members or life members. There must be at least five of the above members at each meeting to form a quorum. Any committee member missing three consecutive meetings without good reason shall be deemed to have resigned.

- b) The Committee shall have the power to administer the funds and property of WOS, and generally control the management of the Society.

- c) Committee members will be elected at the Annual General Meeting (see rule 4)
- d) The Committee shall have power to appoint a member to fill any casual vacancy on the Committee until the next Annual General Meeting. Any member appointed shall retire at the next Annual General Meeting but shall be eligible for election as a member of the Committee at such meeting.
- e) All members of The Committee are also Trustees of WOS. The Trustees shall be indemnified against all risk and expense out of WOS property.

4. Annual General Meeting

- a) The Annual General Meeting shall be held in March of each year with a date decided upon by the Committee. Members are informed by email and a notice will be posted on the website giving at least fourteen days' notice of the meeting. A quorum at all General Meeting shall be twenty members.
- b) The business to be transacted at the Annual General Meeting consists of:
 - 1. To receive and, if approved, adopt the accounts for the previous year.
 - 2. Elect members of the Committee (see rule 3 for positions)
 - 3. To elect an accountant to carry out an independent financial review of the accounts for the coming year.
 - 4. Any other business.
- c) An Extraordinary General Meeting of the members of the Society may be called at any time at the discretion of the Committee or at the written request of twelve or more members. Fourteen days' notice shall be given to every member and the subject matter must be stated.

5. Membership

- a) There shall be the following classes of membership:
 - 1. **Full Ordinary Members** - entitled to all the social facilities and privileges of WOS and will be those directly engaged in theatrical activities. Such members shall be at least eighteen years of age.
 - 2. **Associate Members** - entitled to the same privileges as Full Members but are under the age of eighteen. Cannot purchase or be supplied with alcohol on WOS premises. Associate Members have no voting right.
 - 3. **Social Members** - entitled to help backstage but unlike Full Members not on stage. They can however, purchase drinks at the bar on social events and sign in up to two guests. Social Members have no voting right.
 - 4. **Life Members** - see point f below.
 - 5. **Patrons** – entitled to purchase drinks at the bar on social events and sign in up to two guests. In addition, they receive two complimentary tickets for our Spring Show Civic Night. Patrons have no voting rights.
- b) Every candidate for election to membership shall complete an application form and must have a proposer and seconder. The proposer and seconder must have been Full Members of WOS for at least twelve months. Admission of members shall be by election of the Committee. A candidate for election who receives the votes of a majority of the Committee shall be declared elected.

- c) Upon the election of a candidate, they will be notified and given a copy of WOS rules and will be asked to pay the relevant subscription. Subscriptions shall run from the day a member is accepted by WOS and will be renewable every 12 months from this date. The renewal of membership does not apply to anyone who has been asked to leave WOS following any breach of Society rules. (See Disciplinary Procedures)
- d) The unsuitability of any new member shall be decided by the Committee who will have the power to decide if the membership is valid and is deemed to be in the interests of the Society. The committee's decision will be final.
- e) No member shall, except for professional services rendered at the request of the Committee, receive any payment.
- f) The committee may choose to award the special privileges of Life Membership to a member of WOS. The presentation of this award shall be at a suitable membership event, i.e., the AGM or other special social gathering. The individual shall thereafter be entitled to all the privileges of membership without paying the annual subscription or any special fee, the details of which will be made known to them at the presentation of the award. A two-thirds majority of those present at the committee meeting shall be necessary to ensure election.

6. Accounts

- a) The financial year of WOS shall end on the 31st of December each year.
- b) The Committee shall meet at least 10 times a year to examine the accounts and arrange the affairs of WOS. Five members of the Committee shall form a quorum. Minutes shall be taken of all the proceedings of the Committee and shall be open to the inspection of any member of The Company applying to the secretary therefor.
- c) The accounts shall be prepared by an independent accountant.

7. Auditions

- a) All members that are cast in a production must become fully paid-up members.
- b) All person's auditioning must perform the audition pieces as laid down by the creative team for each show.
- c) There will be a Casting Committee for each production, and it will consist of members of the production team and at least one independent member of WOS.
- d) If additional auditions are held the same Casting Committee must attend.
- e) No person shall be cast in any of the Society's productions without an audition.
- f) Any persons missing three consecutive rehearsals after casting without good reason can be replaced in the production at the committees or productions team discretion.

8. Rehearsals

No visitors shall be permitted to attend any rehearsals without the previous consent of the official or officials in charge of such rehearsals.

9. Production and ticket money

All monies due from members or received by them on behalf of the Society in connection with the performance and production of any work, shall be accounted for and paid to the Treasurer within 7 days of the conclusion of the final performance. Any money outstanding shall be recoverable at Law in the name of the Treasurer.

10. Selection of works

- a) Shows to be performed can be recommended by anyone who is a member or wishes to become a member of WOS.
- b) The Committee shall select the works to be performed after a subgroup has studied each recommendation and agreed that it is suitable for performance by WOS.

11. Sale of alcohol

- a) The permitted hours for the supply of alcohol shall be the general licensing hours adopted by the Licensing District of Wells between the following hours:
 - One hour before the commencement of a play, film, or other public entertainment.
 - Up to 23:00 hours Monday to Saturdays (22:30 hours on Sundays) on the same day.
- b) The Committee may also delegate and authorise the secretary to apply for Special Orders of Exemption in respect of the premises in such circumstances as permitted by law.
- c) Alcohol may only be sold to the public at times when a public performance is taking place. Otherwise, it may only be sold to members of the Society and their guests.

12. Dissolution of WOS

WOS shall only be dissolved by resolution passed by a majority of at least five-sixths of the Members present and voting at a Special General Meeting called for the purpose of considering such dissolution. In the event of dissolution any balance of cash remaining in hand after the realisation of assets and payment of debts shall not be distributed among the Members of the Society but shall be applied for such charitable purposes like those of the Society or be paid, distributed, or transferred to such charitable institutions having objects like the objects of the Society as the Committee with the consent of the meeting shall determine.

13. Alterations to the rules

- a) The Committee may alter these rules at any time if it was agreed that it would be expedient to do so for the wellbeing of WOS.
- b) No alteration may be made to Rules 1, 12 and 13 without the approval of the Charity Commissioners for England and Wales or other authority having charitable jurisdiction from time to time.