

Cwmbran Woodland Players

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CONSTITUTION AND RULES





CWMBRAN WOODLAND PLAYERS

CONSTITUTION

1. TITLE

The Society shall be called

CWMBRAN WOODLAND PLAYERS

2. OBJECT

To advance and improve the entertainment of the public in the arts of music and drama by means of public performance and to develop public appreciation of such arts.

3. MANAGEMENT

The Society shall be administered by a Management Committee elected annually by the Society, having been nominated and seconded by full Society members.

The Management Committee shall consist of Chairman, Secretary, Treasurer, Publicity Officer, Registrar/Librarian, Social Committee Chairman and 6 ordinary committee members. All members shall be entitled to vote.

Seven members shall form a quorum.

The Committee shall appoint 1 of the 6 ordinary members as a Vice-Chairman for the year.

The Management Committee shall appoint the personnel necessary for the running of the Society's productions.

No member, other than co-opted, will be permitted to be a member of the Management Committee if that member is a member in an official capacity of any other Operatic, Dramatic or Musical Society.

The Management Committee shall have the power to co-opt onto the Committee, any additional person for a specific purpose. That co-opted person shall be allowed to speak and have full voting rights for the purpose of the co-option only.

Any two of the following 3 Management Committee members will be deemed cheque signatories:-

CHAIRMAN SECRETARY TREASURER

4. PRESIDENTS AND VICE-PRESIDENTS

The Society shall have the power to elect annually an Honorary President, Honorary Vice-Presidents and Honorary Life Members.

5. MEMBERSHIP

Applications for membership shall be made on the appropriate application form and will be dealt with by the Management Committee. The Management Committee shall not be obliged to give reasons for any rejection of membership.

There shall be 2 types of membership:-

<i>Junior</i>	<i>9 to 17 years inclusive</i>
<i>Adult</i>	<i>18 years and over</i>

Full members will be deemed to be active members with full voting powers. Junior members will not be entitled to vote on any occasion.

Full membership subscription is due on 1 March of Each year. All monies to be paid by no later than 31 March of the same year. Any member failing to pay by the due date will be deemed to have ceased membership and will be required to make re-application, in which time the membership subscription is paid.

New members will be deemed Associate Members until 2 weeks after the Management Committee has approved the application, in which time the membership subscription is paid.

No member of the Society shall receive payment directly or indirectly for services rendered to the Society for other than legitimate expenses incurred in its activities.

6. NOMINATIONS

All nominations for the Presidential offices and Management Committee shall be proposed and seconded by fully paid-up active members. It will be the proposer's responsibility to ensure the nominee is prepared to stand for election and in the case of the Management Committee that the nominee is a fully paid-up active member.

Nominations for Presidential Officers and Management Committee must be submitted (i.e. to the Secretary or on the nomination list provided 7 days before the Annual General Meeting. The nomination list will be available at the official meeting place only.

7. ASSOCIATE MEMBER

The Management Committee shall have the power to admit Associate Members for a specific purpose without subscriptions but such a provision shall only be used when it is to be to the distinct advantage of the Society, and it is unreasonable to expect the proposed Associate Member of the Society to become an active member of the Society due to the nature of the services being offered by the proposed Associate Member.

Associate Members will not be entitled to the reduced rate subscriptions offered by the Woodland Road Sports and Social Club.

8. ANNUAL GENERAL MEETING

An Annual General Meeting shall be held at which an audited statement of accounts shall be presented up to ~~31 December~~ 31 January of each year. 21 days notice of this meeting shall be given.

9. EXTRA-ORDINARY GENERAL MEETING

An Extra-Ordinary General Meeting may be called by the Management Committee by giving 7 days notice to members. Such a meeting shall also be called within 21 days after receipt by the secretary of a request signed by 12 active members. The business to be discussed shall be stated and no other business transacted.

10. QUORUM

A quorum for the Annual General Meeting or Extra-ordinary General Meeting shall be 40 per cent of full members of the Society. Notice of the Annual General Meeting will be advertised publicly.

11. CHANGES TO THE CONSTITUTION OR RULES

Changes to the Constitution shall require a two thirds acceptance of the quorum of full members present. Changes to the Rules shall be by a simple majority.

12 **CASTING COMMITTEE**

The casting of each Production will be conducted by the Producer and Musical Director. In the event of it being necessary to invite a non-auditionee to take part, that it be agreed with the Management Committee. The final selection to be ratified by the Management Committee.

13 **DISSOLUTION**

The Society shall only be dissolved by resolution passed by an acceptance of at least five sixths of the full members present 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 payments of debts shall not be distributed among the members of the Society but shall be applied for such charitable purposes similar to those of the Society or to be paid, distributed or transferred to such charitable institutions or institution having objects similar to the objects of the Society, as the Management Committee which the consent of the meeting shall determine.

In the event of dissolution with debts any debts incurred would be the responsibility of the Society as a whole.

RULES

1 ACTIVITIES

The Management Committee shall decide on the activities of the Society.

2 ATTENDANCE

Members of the Cast shall attend rehearsals punctually and regularly. Any Member who fails to attend rehearsals regularly without apparent good reason and without notifying the Producer shall be called before the casting Committee with a view to recasting. Even if not re-casted the conduct will be taken into account for future Productions.

3 DISCIPLINE

Discipline will be by self discipline. Request and direction by members of the Management Committee or casting Committee shall be respected and adhered to. Any member who feels he or she is being unfairly treated should request to see the Management Committee through any Management Committee Member. The Management committee shall have the right to refuse the participation of any Member in any activity if they consider that person is unfit to participate through illness or otherwise.

4 OTHER ACTIVITIES

Any person agreeing to participate in any particular Production must have previously informed the casting Committee of any outside activities which would restrict their ability to attend any rehearsals or performances.

Subsequently, they should not undertake any additional outside activities which would restrict or further restrict their ability to attend any rehearsals or performances, except by agreement with the Management Committee.

On the occasion that the Society wishes to obtain the services of a Member of another similar Society the Management Committee must obtain the prior consent of that Society.

5. CASTING

- (a) Any Member auditioned must give the prior guarantee that they will be available for any part if cast including chorus and dancing.*
- (b) Any member auditioning for a part will be automatically considered for other parts including Chorus and dancing and will be expected to accept the part offered.*
- (c) The Casting Committee shall have the power to re-cast a part if they consider the casted member is later found to be unsuitable for the part.*

6. TICKETS, MONIES ETC

Members taking tickets for productions or functions will be responsible for the payment of such tickets. Members will also be responsible for any monies allocated to them or collected for a specific purpose.

7 PROPERTIES

Members borrowing properties from the Society such as costumes, props, scripts or scores etc, shall be responsible for their safe keeping and return and shall make good any expense incurred through loss or damage. All properties borrowed by Society members must be signed for.

Non-members hiring property from the Society may do so by payment of an appropriate fee to be decided by the Management Committee.

8. PERSONAL BELONGINGS OR MONIES

The Society shall not be responsible for the loss of any personal belongings or monies of any Member.

9. ATTENDANCE RECORD OF COMMITTEE MEMBERS

The record of attendance of Management Committee Members at Management Committee Meetings throughout the year shall be made available to Society Members 7 days prior to the Annual General Meeting.

10. CONTINGENCY FUND

~~10- £1~~ per ~~week rehearsal~~ shall be paid by every Member attending rehearsals.

11. DRINKS

No drinks, alcoholic or otherwise, shall be allowed in the hall during rehearsals or Society Meetings. An interval will be arranged during rehearsals in order that members may purchase refreshments provided in the hall.

12. CHILDREN

No children under the age of 9 years shall be allowed to be present at rehearsals or to appear in productions unless specifically required for the current Production except under extreme circumstances.

13. MISCELLANEOUS

Any matter not covered in the Constitution or Rules shall be left to the discretion of the Management Committee.

NODA LONG SERVICE MEDALS AND BAR APPLICATIONS

NODA Long Service Award Applications HAVE TO BE checked against records and authorised by the NODA Councillor

Please allow 6 weeks before presentation date

- (i) Any Activity before the age of 16 does not qualify for consideration.
 - (ii) If acting indicate: Chorus, Dancer, Principal

If production official indicate: pianist, producer, musical director, stage manager, prompter, choreographer, scene-shifter, prop-master or lighting engineer.

If administration official indicate exact duties, descriptions such as FOH, Backstage, Tickets, Programmes, are insufficient as also are Committee, Officer, Helper.
 - (iii) The "other" organisations need **not** be affiliated to NODA, but the service to them **must** be vouched for by two responsible officers of such "other" organisations.
 - (iv) The grant of Life Membership of a Society is **NOT** a qualification for a NODA award. Nor is any status which can be achieved by merely paying a subscription, such as "Patron, Associate", or "Hon. Member".
 - (v) The application must be signed by the Chairman and Secretary. If however, either should be the Nominee the appropriate signatures are those of Vice-Chairman and Treasurer.
 - (vi) Any fluctuation in the cost of the Medal or Bar will be notified.

No application will be considered which is not accompanied by the correct remittance. If the award is not granted the remittance will be refunded.
 - (vii) No application will be considered in which the attestation clause is for any reason left uncompleted.
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- a) The Long Service Medal is awarded for 25 years of **active** service.
 - b) The first Silver Bar is awarded for 5 years' **active** service additional to (a).
 - c) The second and subsequent Bars are awarded for each 5 years **active** service additional to (a) and (b).
 - d) A special fifth and final Gold Bar is available for those who have given a total of 50 years of **active** service. [Silver Bars should not be worn with the Gold Bar].