

CARLTON DRAMATIC SOCIETY OF WIMBLEDON

Constitution and Rules

Title

1. The Society shall be known as the Carlton Dramatic Society.

Objects

2. The cultivation of theatrical art in all its aspects and the encouragement of its appreciation.

Membership

3. (a) Membership shall be open to all applicants, subject to the requirements hereinafter set out.
There shall be two classes of members:
 - (i) Full members who desire to participate in all activities of the Society.
 - (ii) Associate members who shall not be entitled to act in or assist with produce, direct or stage manage the Society's productions but shall otherwise be entitled to attend all social functions, General Meetings and to vote thereat, as well as to perform front of house duties at the productions but they shall not be eligible for election to the General Committee or hold office in the Society. Associate members may transfer to full membership at any time during the year on payment of the difference in the subscription rate for the two classes of membership.
 - (iii) On occasions when suitable members are unavailable to assist with a production(i.e. supplying props, costumes etc.) the General Committee shall be permitted to invite non-members of the society to fill the role. Such persons will not be required to become members of the society.
- (b) Application for membership may be made in writing to any member of the Committee and can include a cheque to the Treasurer to apply should be done so no later than the fourth visit to the Society.
- (c) Admission to membership shall be at the discretion of the General Committee who shall also have power at their absolute discretion to suspend or cancel membership, but subject to the right of any person whose membership has been so suspended or cancelled to appeal at a duly convened General Meeting of the Society. Any such appeal shall be lodged in writing with the Honorary Secretary of the Society, who shall convene a General Meeting for the purpose of hearing such an appeal within twenty one days of the lodgement. The decision of such General Meeting shall be final and binding.
- (d) Members and applicants for membership, if the General Committee so require, must submit themselves for audition or their test of ability.
- (e) On acceptance of the member, the basic subscription and any additional fees shall be those ruling at the time of acceptance and as updated in following years. Such annual subscriptions and fees to be determined by the members at the Annual General Meeting each year or at one Extraordinary General Meeting, convened in accordance with the normal rules, for that calendar year.
- (f) Resignation from membership shall be tendered to the Honorary Secretary in writing.

Officers

4. The officers of the Society shall consist of a President, Vice President, Chairman, Vice Chairman, Honorary Secretary, Honorary Assistant Secretary and Honorary Treasurer. The President shall be elected annually at the Annual General Meeting. The Vice President shall be elected annually by the General Committee. Presidents and Vice Presidents shall not be required to pay annual subscriptions and shall have no executive powers. The Chairman, Vice Chairman, Honorary Secretary Honorary Assistant Secretary and Honorary Treasurer shall be elected annually at the Annual General Meeting.

Management and General Committee

5. The Management of the Society and its funds shall be vested in its General Committee.
6. The General Committee shall consist of the Chairman, Vice Chairman, Honorary Secretary, Honorary Assistant Secretary, Honorary Treasurer –other members of the Society shall be elected annually at the Annual General Meeting to fulfill the posts of Publicity Coordinator, Stage

Management, Newsletter Editor and Social/Fundraising. The Committee shall have power to co-opt and to fill any casual vacancy occurring in its membership and to appoint sub-committees and to delegate to such sub-committees all or any of its power. Except in special circumstances the General Committee shall meet monthly and on dates arranged for production selections.

7. (a) In the event of the Chairman being absent from the meeting, the Vice Chairman shall preside. In the event of both the Chairman and the Vice Chairman being absent, a quorum of Committee members shall elect an Acting Chairman for that meeting from one of its number.
- (b) In the event of the Honorary Secretary being absent from the meeting, a quorum of Committee members shall elect an Acting Honorary Secretary for that meeting from one of its number.
8. Except in special circumstances, seven days clear notice shall be given for all Committee meetings. The membership shall be given notice of the dates of all committee meetings
9. A quorum shall consist of four members of the Committee as constituted at the time of the meeting.

Productions

10. The Committee shall have power to appoint a mentor to assist a Director.
11. The director with agreement from the committee shall have the power to appoint a Producer and / or a Stage Manager where appropriate.
12. (a) The General Committee shall select the works to be produced by the Society from those put forward by the membership. The Committee shall also, at its absolute discretion, have the power to delegate the casting of such works to the Producer or to a Sub-Committee duly appointed for that purpose.
- (b) No person who is submitting works for a particular production shall serve on the selection committee for that production and no person who is auditioning for an acting role in a particular production shall serve on a casting committee for that production.
- (c) (i) Members who are three months in arrears with payment of the Annual Subscription or other fees shall not be allowed to audition for any active role or assist in a production.
- (ii) Prospective members shall be permitted an audition and be offered a part in a production at the discretion of the General Committee.
- (iii) On occasions when suitable members are unavailable for a particular part, the General Committee shall be permitted to invite non-members of the Society to fill the role. Such non-members will not be required to become members of the society.

Finance

13. The funds of the Society shall be applied solely to the objects set out in these Rules.
14. The financial year of the Society shall run from 1st July to the 31st June unless and until any change be determined by a majority vote of members at an Annual General Meeting or an Extraordinary General Meeting called for that purpose.
15. Subject to Rules 15(a) and 15(b) below, full annual subscriptions for membership shall become due upon the first day of the financial year, or in the case of a new member, upon joining the Society and shall be for a period coterminous with the financial year of the Society, and any additional fees to be paid at a date determined by the committee.
 - (a) If the Committee resolves to do so, an annual subscription at a concessionary rate of 50% of the relevant full annual subscription may be accepted from any full or associate member who is at the commencement of the relevant financial year, or at the time of joining (as the case may be) in full time education, unemployed or an old age pensioner.
 - (b) The Committee may, where they are satisfied that it is appropriate to do so:
 - (i) accept payment of the annual subscription of any member by three installments during the relevant financial year but without prejudice to their right to demand payment in full of any outstanding balance at any time; and
 - (ii) accept from any member joining the Society after the first day in any financial year, a sum of less than the relevant full annual subscription calculated pro rata according to the length of time between the date of joining and the end of that financial year.
 - (iii) accept from an associate member wishing to upgrade to a full member after the first day in any financial year, the relevant difference in subscription calculated pro rata according to the length of time between the date of upgrading and the end of that financial year.
16. The financial transactions of the Society shall be recorded in proper books of account and shall be set out in the form of an Income and Expenditure Account and Balance Sheet for presentation to members at the Annual General Meeting.
17. Such accounts shall be audited by two elected members of the Society, neither or whom shall be a member of the Committee OR one or more professionally qualified accountants not being a member or members of the Committee, and acting either in an honorary or remunerated capacity.

18. In the event of dissolution of the Society any balance of funds standing to its credit shall be devoted to objects similar to those of the Society, as decided by members in General Meeting.
19. A member of 6 months in arrears of annual subscriptions shall be deemed to have lapsed from membership.
20. As casting is done by audition, payment of a subscription shall carry no guarantee of an acting part or involvement in any capacity in any of the Society's productions.

Annual General Meeting

21. An Annual General Meeting of the members of the Society shall be held once in each calendar year not later than 15 months after the date of the preceding Annual General Meeting at fourteen days clear notice to all members. At such Annual General Meeting the reports of the Committee and the audited Accounts shall be presented and the Officers, General Committee, Auditor or Auditors for the ensuing year shall be appointed. Any other general business together with motions for consideration, duly proposed and seconded, shall also be considered, provided the Committee has presented such motions to the membership with the notification of the Annual General Meeting with the required period of notice.
22. The Officers, the General Committee and the Auditor or Auditors shall retire at each Annual General Meeting but shall be eligible for re-election.
23. No business other than formal adjournment of the Meeting shall be transacted at any General Meeting unless a quorum be present and such quorum shall consist of not less than six members.
24. All Resolutions brought forward at General Meetings and Committee Meetings shall be decided by a majority of votes properly recorded at such meeting and in the event of an equality of votes, the Chairman shall give a second or casting vote.
25. Resolutions put to General Meetings must be proposed by and seconded by members.
26. Nominations for Officers and Committee must be received by the Honorary Secretary in writing from the proposer and seconded not less than two days before the date of the Annual General Meeting. If insufficient nominations are received, oral nominations to fill any remaining vacancies may be made at the Annual General Meeting.

Extraordinary Meeting

27. An Extraordinary General Meeting may be convened at any time and shall be called on the application of five members in writing stating the reasons therefore. Fourteen days clear notice shall be given to the members in writing of an Extraordinary General Meeting, and a quorum at such meeting shall consist of ten members.

Alteration of Rules

28. No alteration of these Rules shall be made except at an Extraordinary General Meeting, of which fourteen days clear notice shall be given in writing, setting out the proposed alterations. The Resolution embodying such proposed alterations shall be carried by a majority of at least two-thirds of the votes recorded thereon at the meeting, and a quorum at such meetings shall consist of ten members.

General

29. The General Committee shall have power to decide any questions arising out of these Rules and all other matters in connection with the Society (other than and except those which can only be dealt with by the Society in General Meeting), as stated previously in this Constitution.
30. No member shall use the name of the Society without the written consent of the General Committee.

Rules and Constitution approved at a special General Meeting of the Carlton Dramatic Society held on 22 November 1967 at the Wimbledon Community Centre, St George's Road, Wimbledon SW19.

Rules and Constitution amended at a special General Meeting of the Carlton Dramatic Society held on 2 July 1974 at the Wimbledon Community Centre, St George's Road, Wimbledon SW19.

Rules and Constitution amended at General Meeting of the Carlton Dramatic Society held on 17 June 1981 and 25 July 1984 at the Wimbledon Community Centre, St George's Road, Wimbledon SW19.

Rules and Constitution amended at a special General Meeting of the Carlton Dramatic Society held on 16 July 1986 at the Wimbledon Community Centre, St George's Road, Wimbledon SW19.

Rules and Constitution amended at an Extraordinary General Meeting of the Carlton Dramatic Society held on 15 August 1991 at the Wimbledon Community Centre, St George's Road, Wimbledon SW19.

Rules and Constitution amended at an Extraordinary General Meeting of the Carlton Dramatic Society held on 17 August 1994 at the Wimbledon Community Centre, St George's Road, Wimbledon SW19.