

Curtain call theatre company

AFFILIATED TO THE NATIONAL OPERATIC & DRAMATIC ASSOCIATION RULES

1. Object

The main object of the company shall be the production of Musical Theatre and the promotion of the performing arts.

2. Management

The Management of the company shall be vested in the Committee, which shall consist of 5 members co-opted by the company director. There will be two posts to be voted in by the committee, namely the chairman and the safeguarding officer. The company director will be a voting member of the committee. Where necessary, the Committee shall have the power to co-opt additional members onto the Committee from time to time on such terms and for such period as the Committee shall decide. Unless otherwise determined by the Committee, any such co-opted member shall have exactly the same powers and duties as any other Committee member. Three members shall form a quorum. The Chairman shall have either a casting or non-casting vote but not both on any particular issue; this to be specified before the vote is begun.

3. Powers and Duties of the Committee and Company Director

- a. Committee meetings shall be called as occasion requires or at the written request of not less than three members of the committee.
- b. The company director shall inform the committee of the productions to be performed. He shall also make the company accounts available for information on request.
- c. The company director will inform the committee of any member of staff he wishes to employ prior to their employment. The committee will not be involved in the appointment, however will be responsible for all background checks and clearances. Should the committee for any reason object to any appointment, this will be discussed at a committee meeting and a vote will be taken.

4. Membership

- a. Membership of the company shall consist of acting members per production. All applications for membership shall be made to the company director. Final approval shall rest with the committee.
- b. Any person involved with each production will be subject to approval by the committee and the company director.

5. Payment

All individuals involved in a production will be required to pay a show fee determined by the company director prior to the commencement of rehearsals. Any member who does not pay their show fee prior to the first rehearsal, without a prior agreement with the company director, will be deemed to have resigned.

6. Rehearsals

- a. Members taking part in a production must in all cases conform to the requirements of the Production Team in respect of dress, footwear and behaviour.
- b. All cast members will be expected to attend all rehearsals and performances. A record of attendance shall be kept. The Committee shall have the power to prohibit from taking part in the performance of the work in preparation any member whose attendance at rehearsals shall at any time have been inadequate or irregular. An acting member absenting themselves for an unreasonable number of rehearsals, at the discretion of the production team, will be deemed to have resigned his/her part in the production.
- c. No person other than a member of the company shall be allowed to attend rehearsals without prior permission of a member of the Committee and/or the company director.

7. Discipline

In case the conduct of any member of the company, either in or out of any meeting, rehearsal, or performance, shall in the opinion of the Committee be detrimental to the interests of the company, the Committee shall have the power to issue a written warning or to call upon such a member to resign and in the event of his or her refusal to do so, shall have the power

to suspend or expel such member, provided that no member shall be called upon to resign or be suspended or expelled unless and until:

- a. The member whose conduct is in questions shall have been informed specifically of the allegations against them, and shall have been afforded a reasonable opportunity of stating their defence before the committee.
- b. The Committee, at a meeting specially summoned by seven clear days' notice for the purpose, shall have held a fair and impartial inquiry into the facts of the allegations.
- c. Any resolution calling for the resignation, suspension or expulsion of such member has to be passed by a majority of not less than two-thirds of the members of the committee present and voting at such a meeting.

8. Special General Meeting

The Committee may call a Special General Meeting at any time and shall be bound to do so on receipt of a request signed by not less than a quarter of production members who shall, in making such request, state their reasons. Notice of such meeting, giving particulars of the business to be transacted, shall be given to all production members fourteen clear days at least prior to the date fixed for such a meeting, and no business other than that specified in the notice, or arising therefrom, shall be transacted. Any request from the production members must be made in writing addressed to the chairman.

9. Dissolution or liquidation

Any decision to liquidate or dissolve the company, will be made by the company director. He is obliged to inform the committee of this decision whereby the committee will in itself be dissolved. The committee will have no financial or legal obligation should the company go into receivership.

10. Alteration of Rules

These rules may be added to, repealed, or amended by resolution only at a committee meeting provided that no resolution shall be deemed to be passed unless it is carried by a majority of at least two-thirds of the members present and voting at such meeting.

11. Conformity with Rules

A copy of these rules shall be given to each member of the company, and the fact of joining the company shall imply an obligation to obey them. A copy of our safeguarding policy is displayed on the website and a hard copy will be made available on request.