

BURNLEY LIGHT OPERA SOCIETY

RULES AND CONSTITUTION

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| Title. | 1. The Society shall be called "Burnley Light Opera Society". |
| Objects. | <p>2. The object of the Society is to educate the public in the dramatic and operatic arts to further the development of public appreciation and taste in the said arts (to assist and further such charitable institutions and charitable purposes as the Committee shall from time to time determine); and in furtherance of this object but not otherwise the Society through its management committee shall have the following powers:</p> <ul style="list-style-type: none">[a] to promote plays, drama, comedies, opera, operettas and other dramatic and operatic works of educative value.[b] to purchase, acquire and obtain interests in the copyright of or the right to perform or show any such dramatic or operatic works.[c] to purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery, and all other necessary effects.[d] to raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions, donations and otherwise, provided that the Society shall not undertake any permanent trading activities in raising funds.[e] to do all such other things as shall further the objects of the Society. |
| Constitution. | 3. The Society shall consist of Acting and Non-acting Members, and may also include as Life Members such other persons as shall have rendered special services to the Society. |
| Management. | 4. The Society shall be managed by a Committee consisting of the following officers, namely, Chairman, Vice Chairman, Secretary, Treasurer and up to seven members of the Society. Five to form a quorum. |
| Eligibility for Membership. | 5. Membership shall be open to all those having sympathy with the objects of the Society and desiring actively to further it and to pay the annual subscription prescribed by the Rules. |
| Capabilities of Candidates for Membership. | 6. Prior to approval all candidates for Acting Membership shall satisfy the Committee as to their acting and/or musical ability. |
| Application for Membership. | <p>7. Applications for new Acting Membership shall be by means of the audition process (principal or chorus).</p> <p>Applications for new Non-acting Membership shall be made by contacting the Secretary, who shall submit the same to the Committee for its decision.</p> |

Expulsion of
Members.

8 [1]. It is recognised that members and volunteers offer their time and services Because they enjoy being part of the Burnley Light Opera Society. The Committee is committed to maintaining satisfactory standards of conduct. The following principles apply:

- [a] No disciplinary action will be taken until an allegation of misconduct has been investigated on behalf of the Committee and all parties have been given the opportunity to put forward their views.
- [b] Where appropriate a member may be suspended and/or required not to attend the Society during the investigation.
- [c] Misconduct comprises of inappropriate or unacceptable behaviour and includes [but is not limited to] breaches of the Society's rules, policies and procedures and damage to the Society's reputation, property or premises used by the Society.
- [d] Gross misconduct comprises of:
 - theft, fraud, or any act of serious dishonesty.
 - any act or attempted act of violence or threatening or abusive behaviour towards person or property.
 - any sexually inappropriate or threatening behaviour.
 - deliberate breach of health and safety obligations.
 - any form of discrimination, victimisation, harassment or bullying on the grounds of gender, pregnancy, marital or civil partnership status, gender reassignment, sexual orientation, race, colour, ethnic or national origins, religion or belief, disability, or age.
 - any acts or omissions calculated or likely to bring the Society into disrepute.The above list is a guide and is not intended to be exhaustive.

[2]. When an allegation of misconduct is made a representative of the Committee will attempt to resolve the matter on an informal basis, or if the matter is more serious the Committee will consider the following options:

- verbal warning.
- first written warning.
- final written warning.
- suspension and/or expulsion – where the conduct amounts to gross misconduct.
- or any further unacceptable conduct occurs after a final written warning.

Before the Committee suspends or expels a member written notice shall be given setting out the alleged misconduct and inviting the member to attend a meeting of the Committee as soon as reasonably practical and advising of the right to be accompanied by another person. At such meeting of the Committee the member will have the right to answer the complaint and call witnesses.

A decision will be given if reasonably practicable, within five working days of the meeting and confirmed to the member in writing. Where it is decided to suspend or expel the member the period of suspension or expulsion shall be in the discretion of the Committee.

Accounts.	9. The Treasurer shall keep proper accounts and vouchers/receipts/invoices etc. for all monies paid and received. Honorary Auditors shall be appointed annually at the General Meeting.
Subscription.	10. The annual subscription to the Society shall be as laid down by the Members at the Annual General Meeting.
Life Members.	11. Life Members may, on the nomination and recommendation of the Committee only, be elected on such terms as the members of the Society at an Annual General Meeting may decide.
Finance.	12. [a] The funds of the Society shall be applied solely to the stated objects of the Society. [b] Unless specifically authorised by the Committee, no member of the Society shall receive payment directly or indirectly for services to the Society or for other than legitimate expenses incurred in its work.
Financial Year.	13. The financial year of the Society shall commence on 1st January and an annual profit and loss account and Balance Sheet shall be prepared within two calendar months after 31st January in each year, for subsequent auditing and presentation at the Annual General Meeting.
Resignation of Committee Members.	14. Committee Members wishing to resign must give written notice to the Secretary who shall record such at the next available committee meeting.
Non-payment of subscriptions.	15. The committee shall have power by ordinary resolution to suspend any member whose subscription remains unpaid within 6 weeks of start of rehearsals in any year from exercising all or any of the privileges of membership until his or her subscription is paid.
Annual General Meeting.	16. The Annual General Meeting of the Society shall be held no later than 31 May of every year by which time the accounts must have been prepared and examined so that the accounts can be presented to the Annual General Meeting who will receive the Officers' Reports and Balance Sheet and appoint a President, Chairman, Vice Chairman, Secretary, Treasurer and Committee for the coming year.
Extraordinary General Meeting.	17. The Committee may call an Extraordinary General Meeting at any time on giving 14 days' notice to members and must call an Extraordinary General Meeting within 21 days after the receipt by the Secretary of a requisition in writing to that effect signed by at least 12 acting members. Any such requisition must specify the business for which the Meeting is to be convened and no other business shall be transacted at such Meeting.
Quorum General Meeting.	18. No business other than the formal adjournment of the Meeting shall be transacted at any General Meeting unless a quorum be present and such quorum shall consist of not fewer than twenty persons or one-third of the Membership of the Society, whichever number is the smaller, present and entitled to vote.

Resolution at General Meeting.	19. Unless otherwise provided by these Rules all resolutions brought forward at a General Meeting shall be decided by a bare majority of the votes properly recorded at such Meeting and in the case of an equality of votes the Chairman shall have a second or casting vote.
Retirement of Officers and Committee.	20. The Committee (including the Officers) and the Auditor shall retire annually but shall be eligible for re-election. The names of candidates for these positions shall be sent to the Secretary in writing 14 days at least before the Annual General Meeting and if more names are proposed than the number required to fill the vacancies and sufficient names are not withdrawn at or before such Meeting, the election shall be by Ballot. If all the before-mentioned positions shall not be filled at such Meeting or any casual vacancy shall thereafter occur the same shall be filled by the remaining members of the Committee. The Committee shall have the right to co-opt members of the society onto the Committee to fill any vacancy as they see fit. Co-opted members shall have voting rights unless otherwise noted.
Notice of General Meeting.	21. Written notice (as per clause 35) of every General Meeting shall be sent to each current member at least 21 days prior to the day fixed for such meeting.
Appointment of Sub-Committees and Officers.	22. The Committee shall have power to appoint Sub-Committees, to delegate to such Sub-Committees all or any of its powers and shall continue to hold office until the conclusion of the Annual General Meeting at which its successors are elected. The Committee shall also have power to appoint such other officers as they think necessary, but they shall not by virtue of such appointment, become members of the Committee.
Selection of Cast.	23. The cast for any production shall be selected by the Selection Panel. [a] Panellists for the Selection Panel shall be agreed/approved by the Committee before the auditions take place and shall comprise of members of the Production Team (i.e. Director, Musical Director etc.), the Chairman and/or Vice Chairman and members of the Committee subject to: The number of Committee members on the panel exceeds the number from the Production Team. The panel consists of an odd number of people. No-one on the panel is auditioning for a principal/named part in the production. [b] Auditions will be held at a time and place as directed by the Committee and/or the Selection Panel. [c] The conduct of the auditions will be under the direction of the Selection Panel. [d] Auditions shall be held for principal/named parts, new members of the society, and specialist roles (e.g. dancers) but shall not be required for existing members within the ensemble, provided they have in the past demonstrated the required level of ability and commitment to the Society.

[e] If the number of members wishing to be considered for the ensemble exceeds the number of persons required for it, there may be a requirement to audition but in such cases, prior membership will be taken into consideration (see also clause 28).

Revision of Cast.	24. The Committee shall have the power to revise the cast at any time if any Acting Members to whom a character has been assigned shall, in its opinion, prove unsuitable for the part.
Obligations of Acting Members.	25. Acting Members shall to the best of their ability play the parts assigned to them, whether principal or chorus, and obey the directions given at all rehearsals and performances.
Control of Rehearsals.	26. The Director and/or Musical Director and/or Choreographer (or nominated deputies) shall conduct all rehearsals.
Attendance at Rehearsals and Performances.	27. A record of the attendances of Acting Members at rehearsals and performances shall be kept by the Rehearsal Coordinator and the Committee shall have power to prohibit any Member whose attendance at rehearsals shall have been irregular from taking part in the performance of the work in preparation. Acting Members absenting themselves from three consecutive rehearsals (without prior notification) may, at the discretion of the Committee, be deemed to have resigned their parts in the work then in rehearsal.
Acting Members in excess of Requirements.	28. If at any time the number of Members rehearsing a production exceeds the number of persons required for the representation of the same, the Committee shall have power to give preference to the Members who, by the regularity of their attendance shall, in the opinion of the Committee, have rendered themselves most efficient.
Selection of Works.	29. The Committee shall select the works to be produced from time to time by the Society.
Privileges of Non-Acting Members.	30. The privileges of Non-acting Members other than and except the right to attend and vote at General Meetings of the Society shall be determined from time to time by the Committee.
Recovery of Money due to the Society.	31. All monies due and owing to the Society, including the Subscriptions of Members, shall be recoverable at law in the name of the Secretary.
Committee's Powers.	32. The Committee shall have power to decide any questions arising out of these Rules and all other matters connected with the Society (other than those which can only be dealt with by the Society in General Meeting) and make and maintain and publish all necessary orders regulations and bye-laws in connection therewith.

- Dissolution of Society.
33. The Society 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 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 similar to those of the Society or be paid, distributed or transferred to such charitable institution or institutions having objects similar to the objects of the Society as the Committee with the consent of the meeting shall determine.
- Alteration of Rules.
34. [a] No alteration of these Rules shall be made except at a General Meeting nor unless 21 days prior to such meeting a written notice of the proposed alteration or of one substantially to the like effect shall have been given to the Secretary who shall give 14 days' notice thereof to the members and the resolution embodying such proposed alteration shall be carried by a majority of at least two thirds of the votes recorded thereon at the Meeting.
- [b] No alteration may be made to Rules 2, 33 and 34 without the approval of the Charity Commissioners for England and Wales or other authority having charitable jurisdiction from time to time.
- Correspondence.
35. Any notice which is required, may be given by post, or e-mail, or text, or suitable media to the members last known address.