

# Halifax Light Opera Society

*Founded 1907*

## Rules

### NAME

1. The society shall be called Halifax Light Opera Society and be conducted strictly in accordance with amateur principles.

### ADDRESS

2. The registered address of the society shall be in Halifax in the county of West Yorkshire, as the General Committee shall decide.

### OBJECTIVES

3. The objectives of the society shall be exclusively the cultivation of literature, music, dramatic and operatic arts. The society shall not make any dividend gift or division or bonus in money unto or between any of its members.

### MANAGEMENT

4. All officers must be members of the society.
5. The management of the society shall be vested in a General Committee (hereafter called the Committee) selected from society members and shall be elected by ballot at the Annual General Meeting of members from signed nominations on the special forms to be provided for that purpose and distributed to each member by the Secretary and returned to the Secretary (or other person specially nominated to receive them) at least fourteen clear days before the date of the Annual General Meeting. The nominations shall be returned in a sealed envelope and marked 'nominations' and addressed to the Secretary or such person as shall be specially nominated to receive them. Any members wishing to be nominated must be fully paid up members of the society before his/her nomination can be accepted.
6. The Committee shall consist of the officers of the society together with seven Committee members. Fifty percent of the Committee shall form a quorum. The Committee shall have the power to fill any vacancy during the year from members of the society.
7. The officers of the society shall be: President, Chairman, Vice-Chairman, Secretary, Treasurer and Production Manager. They, except the President, will be elected together with the seven Committee members as provided for in Rule 5. The Committee shall choose members to be responsible for a number of functions, including advertising, membership, programme, wardrobe, premises and social and any other function it deems necessary to assist with the running of the society and its aims.
8. Members of the Committee are expected to attend seventy five percent of meetings called in a twelve-month period unless the Committee otherwise approve. Failure to do so will result in being asked to tender a resignation.
9. The Chairman, Vice-Chairman and Secretary shall be ex officio members of all sub-committees.

10. Minutes of Committee meetings will be available on request for any members to read with the exclusion of such matters as the Committee may deem to be detrimental to the well-being of the society if made available.
11. No credit shall be obtained without the sanction of the Committee and all accounts shall be passed by it.

#### **Emergency Committee**

12. An emergency committee consisting of the officers of the society may act in the event that a full meeting is impractical. Four shall be a quorum but at least four votes must be cast in favour of the action to be taken. The reasons for the meeting, the decisions and actions shall be reported, for ratification, at the next Committee meeting and recorded in the minutes of that subsequent Committee meeting.

#### **President**

13. The office of President of the society is one which should be subject to election every five years at the Annual General Meeting. The incumbent of this office is a member of the Committee ex officio and is not required to attend Committee meetings, but may do so if he or she wishes.

#### **MEMBERSHIP**

14. Any person wishing to join the society shall do so at the Committee's discretion.
15. Any person wishing to join or re-join the society as a performing member shall be subject to an audition by any member(s) of the Casting Committee for the next forthcoming production and/or any member of the Committee who may be appointed for that purpose.
16. Members under the age of 16 may be admitted at the discretion of the Committee for a specific purpose. Members under the age of 16 and those members in full time education will pay half membership subscriptions.
17. Any change in address etc. must be notified to the person responsible for membership details.

#### **SUBSCRIPTIONS**

18. The society's financial year begins on 1<sup>st</sup> April, on which date subscriptions are due. The annual amount will be determined by the members at the Annual General Meeting (or other general meeting called for the purpose of determining annual subscriptions for which notice must be given) and such amount will take effect on the following 1<sup>st</sup> April. Members shall be notified on or immediately before 1<sup>st</sup> April each year of the annual amount and due date. Any member whose subscription is unpaid by 31<sup>st</sup> July each year will lose membership unless the Committee shall otherwise decide. New members must pay their subscriptions within four weeks of joining the society.

#### **PRODUCTIONS**

19. A register of attendances at rehearsals shall be kept by the Production Manager or some authorised person acting on his/her behalf.
20. No member shall qualify to perform unless he or she shall have made at least two thirds of the possible attendances at all rehearsals to which they have been called, unless the Committee otherwise approves. New members will not be eligible to take part in the next production if

more than one third of rehearsals for that production have taken place prior to them joining the society.

21. The Committee shall select the production and carry out all arrangements in connection therewith.
22. Members taking part in any production must in all cases conform to the regulations of the Committee and comply with any instructions given by the Production Manager, Producer, Musical Director or Choreographer.
23. The cast in all productions shall, whenever possible, be selected from members of the society by the Committee or Casting Committee who shall be nominated by the Committee. If any member of the Committee or near relative of a member be selected to take part, such member shall retire from the meeting during the discussions relating to the part.

**The following code of practice will be followed:-**

- a) All members will be fully informed well in advance of casting, audition dates, times and places.
  - b) Those concerned will have ample opportunity of reading the libretto.
  - c) Each show will be cast with open auditions. Where one of those auditioned is not a current member of the Society, then he/she will be expected to pay the current subscription if a part is offered and accepted.  
NB: First consideration for each part must be given to those who are current members of the society.
  - d) The Committee shall delegate to the Casting Committee the power to inform all auditionees of their success or other as soon as is practical after the auditions are completed.
  - e) When casting has been completed, invitations will be extended to the successful auditionees by whatever means the Committee shall decide and if accepted, the invitations will be confirmed in writing. At the same time the unsuccessful auditionees will be informed.
  - f) At the discretion of the Committee, the Producer, Musical Director and Choreographer may be invited to attend casting auditions and, at the discretion of the Committee, may be allowed to vote.
  - g) All cast members of the production must pay a production fee, as decided by the Committee, at least two weeks prior to the production.
24. If the Production Manager, Producer, Musical Director or Choreographer reports to the Committee of the unsuitability or unreliability of any member to take his or her part in any production, the Committee shall have the power to suspend such member from the production.
  25. The Committee shall have the power to call any member to attend such meetings of the Committee as may be deemed necessary. Persons so joining the Committee shall not have any vote in any decisions taken.
  26. Each member shall sell tickets for the society's productions. Any member taking part in a society production who fails to sell tickets for the production may be liable for a payment to the society to offset the costs of their presence on stage.
  27. Any member of the society who has not, within 28 days of the last performance, paid over to the society the money due for seat bookings made by that member for the production shall not be permitted to sell tickets for any subsequent production of the society without paying upfront.

28. The cost of any costume or costumes not provided by the society, purchased, made or hired by any member, shall be borne by such member unless first sanctioned by the Producer and Wardrobe Manager.
29. All scenery, costumes, wigs and other properties provided by the society used in or hired for any production shall be a charge on the cost of the production.
30. No persons shall be allowed in or upon the stage or in the dressing rooms during any production without the permission of the Stage Manager.
31. No person other than a bona fide member of the society shall be allowed to attend any rehearsals without the permission of the Production Manager.
32. The Committee shall have the power to refuse admission to the theatre during any production and shall be responsible for the good conduct of the house.

#### **HONORARY LIFE MEMBERS AND LIFE VICE-PRESIDENTS**

33. The Committee shall have the power to elect at its discretion members of the society as honorary life vice-presidents and honorary life members in recognition of special service. Life vice-presidents and honorary life members shall be excused from payment of annual subscriptions.

#### **ANNUAL GENERAL MEETING**

34. A general meeting of members shall be held annually on the date to be decided by the Committee when an annual report shall be presented by the Secretary, containing a report of the society's work during the year and the respective attendances of the Committee. The Treasurer shall present a statement of accounts and balance sheet, audited and certified by the society's honorary auditor or auditors, who shall be appointed for the purpose by the members at the Annual General Meeting. Each report shall be distributed to members fourteen clear days before such annual general meeting. Nominations for contested positions shall be notified in writing to all members by the Secretary prior to the Annual General Meeting.
35. The Secretary shall call a special general meeting of members at any time if required to do so by a memorandum signed by no less than thirty members. Fourteen clear days' notice of such meeting, stating the special business to be transacted, shall be given to all members of the society.

#### **RESERVED FUND AND TRUSTEES**

36. So much of the funds of the society as may not be required for immediate use or to meet the usual liabilities shall be invested in such manner as the Committee shall direct and shall be called the Reserved Fund. Such Reserved Fund shall only be called upon by resolution of three quarters of the members of the Committee present at a meeting convened for that purpose.
37. Should any loss be sustained on any production after taking into account the Reserved Fund, which shall be used to cover such loss, each member shall pay an equal share of the balance of any deficiency. Such monies so paid by the members shall be a first charge on the profits of future productions and repaid to such member.

#### **PROFITS**

38. If profits should be made at any time, such profits shall be applied first in future promoting the objects of the society and second in making grants to such public charities as may be determined by resolution of not less than three quarters of the members of the Committee

present at a meeting duly convened for that purpose. No disposal of any profits shall be made by the Committee excepting as above and such disposal shall only be made out of such balances (after setting aside to the Reserved Fund such sum as may be determined under Rule 35) as stand to the credit of the society in the Treasurer's accounts at the end of the financial year.

#### **ALTERATION OF RULES**

39. No alteration shall be made to any of these rules unless the intention to alter and the nature of the alterations shall be given to the Secretary in writing and communicated to the members in the circular convening the annual or special general meeting, as hereinbefore provided for. The proposed alteration shall not be made unless it be carried by two thirds of the members present.

#### **CONTINGENCIES**

40. The Committee shall have the power to decide and deal with any contingencies or matters not provided for or dealt with by the foregoing rules. Its decisions in all cases shall be final.

#### **DISSOLUTION**

41. The society shall not be dissolved except at an extraordinary meeting called for that purpose, of which twenty-one days' notice shall be given to each member and after preliminary notice advertise in the local press at least twenty-one days before such meeting. By a majority of three quarters of the members present and in case of dissolution of the society, the society's assets shall be realised and, after payment of all debts, costs and expenses, the society shall devote the net proceeds to such public charities as may be determined by the majority of the members present at such meeting. Confirmation of the donation(s) from the Treasurer or other responsible officer shall be a good discharge for the same and thereupon the society shall be dissolved.