

# COMPANY RULES

## THE HISTORY OF THE MELTON MUSICAL THEATRE COMPANY (TMMTC)

The Melton Musical Theatre Company (TMMTC), formerly Melton Mowbray Amateur Operatic Society (MMAOS), was founded in 1919 by Sir Malcolm Sargent whilst he was Choir Master and organist at St Mary's Church. TMMTC is a non-profit, community organisation. We have paying members who perform and support the Company off stage and dedicated volunteers who help as backstage crew, props support, front of house and with technical support for our performances.

These Rules provide an outline of how membership of the Company works, and the role and appointment of the Committee. As we are a community organisation the Committee represents the interests of the wider membership and acts on its behalf to organise shows. All members are encouraged to put themselves forward for a term on the Committee and to support the Committee in its endeavours.

## THE RULES OF THE COMPANY

### 1 NAME

The name of the Company shall be "The Melton Musical Theatre Company". (Hereinafter called "the Company").

### 2 PURPOSE

The Company exists to produce and perform theatre productions for Melton Mowbray and the local area offering the local community opportunities to get involved with musical theatre productions, plays and concerts.

The Company also aims to foster a community where members benefit from off stage events and social activities.

Hereinafter "the Production" refers to all potential performances organised and performed by the Company.

### 3 THE COMMITTEE

- a) Whilst the Company continues to be a community organisation composed of paying members, the running of the Company and show organisation will be managed by a committee made up of paying members (or honorary members/historical 'Life Members').
- b) The Committee should have a minimum of Chair, Vice-Chair, Company Secretary, Treasurer, and 6 others.
- c) Committee members are elected at the Annual General Meeting. and the Committee may recruit extra committee members if there is interest at the meeting – up to a maximum of 12 members.

Other committee roles may be appointed dependent on the needs of the Committee, including:

Business Manager, Marketing Lead, Membership Secretary, Production Manager, and Show Secretary.

- d) The Committee shall have the power to co-opt from current members to fill any vacancy that arises during the year.
- e) The Chair is responsible for overseeing functions of the Committee, and whilst providing guidance or advice, should not have a vote on Committee matters in the first instance, but will have the casting vote and authorisation to act on behalf of the Committee in unforeseen circumstances.
- f) Fifty percent of the Committee members shall constitute a quorum (to hold a valid Committee meeting and vote/make decisions) and Committee meetings should be held, at a minimum, once a month.
- g) The Committee shall have the power to decide any contingency or matter not provided for under the Rules.
- h) The Committee may organise sub-committees made up of members at their discretion to take on other aspects, such as show organisation or marketing.
- i) Records of meetings will be maintained and publication of the Committee business shall only be authorised by the Committee.
- j) The main Committee functions include, but are not limited to:
  - Maintaining minutes and Company records
  - Membership auditions and stewardship
  - Show organisation, for example appointing Directors/Musical Directors and the Production Team; booking venues, set, costumes, props; organising volunteers and backstage crew; and marketing productions
  - Managing show budgets and Company finances
  - Maintaining and updating all relevant Company policies and guidance
  - Other Company business including proposing membership/show levy fees and future productions
  - Reporting back to members at the Annual General Meeting

#### 4 MEMBERSHIP

- a) The Company shall offer at least one opportunity per year for new members to audition, and membership auditions should be held prior to cast auditions for the next Production.
- b) Members are expected to adhere to any Code of Conduct and other policies put in place by the Committee.
- c) The election to, expulsion from, and re-election to the Company of a member, shall be at the discretion of the Committee.
- d) All new members shall be ratified by the Committee (minimum 50% of Committee members present). All prospective performing members shall be subject to a new member audition which can include a vocal test and acting or movement.
- e) The Committee has the discretion to elect as an Honorary Member any non-performing person who, in the Committee's opinion is considered to have given valued service to the Company.
- f) Only current members will have the right to vote at the Annual General Meetings/General Meetings of the Company.

- g) If membership lapses previous members may be asked to reaudition as determined by the Committee or membership expectations at the time.

## 5 GENERAL MEETINGS

- a) At least one meeting shall be held in each financial year. The Annual General Meeting (AGM) will be held 12 months after the last meeting AGM. The Committee may call further General Meetings to discuss relevant Company business at its discretion.
- b) An extra-ordinary general meeting may be called by the Committee or on written notice or request if requested by six members of the Company to the Secretary, giving details of the item(s) to be discussed and the Committee shall convene such a general meeting within 28 days of the receipt of such a request or notice.
- c) Seven clear days' notice of any general meeting shall be given to members including an agenda.
- d) The Chair shall have the power to postpone discussion of any matter or item not included on the notice convening such a general meeting.
- e) No business shall be transacted at any general meeting unless at least 20 members are present.
- f) All members present at such a general meeting are entitled to propose, second or vote on a motion at the meeting.

## 7 ELECTION OF COMMITTEE MEMBERS

- a) At the Annual General Meeting of the Company, there shall be elected to hold office for two years, Chair, Vice Chair, Secretary, Treasurer, and six Committee Members.  
The majority of Committee Members shall be elected to hold office for a period of two years on a two-yearly cycle.  
Year 1 shall be elected – Chair, Secretary, two Committee Members for two years and two Committee members for one year only.  
Year 2 shall be elected – Vice Chair, Treasurer, two Committee Members for two years and two Committee Members for one year only.  
Extra posts maybe elected each year, with a one or two year term, to reach a maximum Committee of 12 members.  
At the end of their one or two-year term the Committee Members shall retire and be eligible for re-election.
- b) In the event of equality of votes for Committee roles, the Chair shall have a second or casting vote.
- c) A year under this rule shall be interpreted to be from the date of the Annual General Meeting in any one year to the next.
- d) If a casual vacancy occurs by death or resignation of any Committee Member during their tenure of office, such vacancy shall be filled by the Committee co-opting any member to such a position. The co-opted member shall retire when such Officer or Member whose place they have taken would have retired and shall then be eligible for re-election.
- e) In the event of the resignation of Committee Members, the Company may, if necessary, hold an election during the course of the year, at a General Meeting to fill any vacancies as may occur.

## 8 ACCOUNTS

- a) No person shall order any article in the name of the Company or enter into any financial agreement or incur any expense on the Company's behalf, or use the name of the Company in any way without the written or verbal authority of the Committee. All official correspondence for and on behalf of the Company shall be signed by a member of the Committee and approved by the Chair/Secretary/Treasurer unless otherwise authorised by the Committee in writing.
- b) An Honorary Auditor shall be elected at the Annual General Meeting.
- c) Proper accounts shall be kept, and an Income and Expenditure Account and Balance Sheet prepared annually, duly audited and presented at the Annual General Meeting.
- d) The financial year of the Company shall be from April 1<sup>st</sup> to March 31<sup>st</sup> each year.

## 9 FEES

- a) The annual Membership Fee for members and the Show Levy (paid by performing members per show) shall be proposed by the Committee and determined at the Annual General Meeting by a member vote. Payment deadlines will be determined by the Committee.

## 10 SELECTION OF PRODUCTIONS

- a) The selection of productions shall in the first instance be at the discretion of the Committee, after consideration of any recommendation by members.
- b) The Committee's recommendation must be ratified by a members' vote at a General Meeting of the Company.

## 11 APPOINTMENT OF PRODUCTION OFFICIALS

- a) The Committee shall organise the appointment of and the terms/contract for the Director, Musical Director and Choreographer (hereinafter known as "Production Officials") for each production.
- b) Whilst The Committee should foster relationships with different Directors, Musical Directors and Choreographers, the recruitment process for Production Officials is at the discretion of the Committee.
- c) If required a rehearsal accompanist for each production shall be appointed by the Committee.
- d) The decision to use production tracks or a live orchestra will be at the discretion of the Committee.
- e) The Committee will organise the wider Production Team including but not limited to, lighting, sound, Stage Manager and Deputy Stage Manager.
- f) The Committee will set budgets and liaise closely with Production Officials to arrange set, props, music/orchestra, costumes and other outlays in accordance with the proposed budget.
- g) Any expenditure for production costs must be agreed with the Committee and actioned by the Treasurer.

## 12 AUDITIONS

- a) The Committee will set out expectations to Production Officials on the audition process.

- b) Auditions will be organised by Production Officials in collaboration with the Committee to organise and communicate times, dates and venues.

### 13 SELECTION OF CAST

- a) The Selection Panel approved by the Committee to cast on their behalf, will consist of the Director, Musical Director (if relevant) and one other person nominated by the Committee. A Choreographer may also be added to the panel for dance auditions, as a general rule, they would hold the third vote over the Committee nominated member, who should remain present to oversee the process and provide opinions if requested.
- b) The members of the Selection Panel shall be precluded from auditioning for any part of the Production. Any conflicts of interest between the Selection Panel and auditionees should be made known to the Committee and all Selection Panel members, such as a relation auditioning. The Committee may take steps to address and balance this as required.
- c) The panel member appointed to represent the Committee shall ratify the process with the Committee prior to any cast announcement. The cast of the forthcoming Production shall be shared with all auditionees in the first instance and then announced to members.
- d) Wherever practicable the cast shall be selected from members of the Company. If further assistance is required, the Committee shall have the power, whilst informing the Casting Panel, to select any other suitable person or persons.
- e) The Committee shall have the power, at any time, to revise the cast if any member to whom a role has been assigned shall, in their opinion, and in consultation with the Selection Panel, prove unsuitable for the role, and to recast any role becoming vacant for any reason.

### 14 REHEARSALS

- a) Rehearsal expectations and management will sit with the Director and Musical Director in the first instance. Notification of absence should be given to the Production Officials ASAP.
- b) Any concerns regarding absence, behaviour, attendance or suitability may be raised with the Committee by any Production Official or member.
- c) Absence from three consecutive rehearsals or from one third of the total number of rehearsals may disqualify a member from taking part in a Production, subject to the power of the Committee to review each case.
- d) Non-members are not allowed at any rehearsal without permission of the Production Officials or the Committee.
- e) The Production Official in charge of a rehearsal, or a Committee member shall have the right to request any person to leave the rehearsal if deemed necessary.

### 15 SCORES AND LIBRETTO

- a) Each member shall at their expense provide for personal use a vocal score, and if necessary, libretto and further, if required by the Committee to do so, any properties or articles of dress required.
- b) All members of the cast of any production shall be required to pay a Show Levy.
- c) Members may only perform in the Production if they have paid their full Show Levy.

## 16 ALTERATION OF THE RULES

- a) No alteration of these Rules shall be made except at a General Meeting of the Company.
- b) Notification of proposed alteration or addition to these Rules must be given to members in writing seven days prior to a General Meeting of The Company.