



CAMPBELLTOWN THEATRE GROUP INC BY LAWS 2019

PART I – PRELIMINARY

1. DEFINITION

- 1.1 These By Laws are written for convenience in the masculine gender. Wherever this occurs, the feminine or neuter gender is implied and discrimination on the grounds of gender is not to be construed.
- 1.2 These By Laws are to be read in conjunction with the Constitution of the association and their function is to direct how the Constitution is to be implemented.

PART II – MEMBERSHIP

2. There are five categories of membership:

2.1 **Adult Membership**

- 2.1.1 Available to all individuals who have attained eighteen years of age.
- 2.1.2 Adult members are entitled to cast a vote on any issue put to the vote by the association.

2.2 **Youth Membership**

- 2.2.1 Available to individuals thirteen to eighteen years of age AND individuals under thirteen with the written approval from their legal guardian, who have paid all joining and membership fees.
- 2.2.2 Youth members may not vote (except in the selection of a specific youth production) and shall not be eligible for the position of Patron or membership of the Executive Committee.
- 2.2.3 Youth members who have turned sixteen years of age may be elected to assistant positions for all the positions on any production committee.
- 2.2.4 Youth members will comprise the Youth Group. A director, who will hold the position of "Director, Youth Group", on the Executive Committee, will lead the Youth Group. The Youth Group may develop a committee and management system of its own but may not have any rules, procedures or practices that are inconsistent with the rules of the association, or the spirit or intention of the rules as interpreted by the Executive Committee of the association.
- 2.2.5 The association accepts no supervisory responsibility for youth members or other minors, nor any responsibility for their actions while attending or purporting to attend rehearsals, meetings, productions or functions of the association. Parents and guardians must arrange supervision to their own satisfaction.

2.3 **Corporate Membership**

- 2.3.1 Available to any organisation approved by the Executive Committee of the association.

- 2.3.2 One person nominated by the organisation will have all rights and responsibilities of adult membership.
- 2.4 **Honorary Membership**
 - 2.4.1 Available to the legal guardian/s of a youth member.
 - 2.4.2 The membership permits participation in the association's activities other than voting or appearing on stage unless otherwise determined by the Executive Committee pursuant to Clause 29.2.
- 2.5 **Life Membership**
 - 2.5.1 Available to any adult member whose nomination is approved by the Executive Committee in accordance with Clause 3.3 thereof.
 - 2.5.2 A Life member will have all the privileges of adult membership without having to pay any membership fees.

3. NOMINATION FOR LIFE MEMBERSHIP

- 3.1 Any adult member may nominate a member for Life membership. Nominations to be in writing and to be seconded by another adult member. The nomination to contain reasons for the nomination. Any such nomination is to be received by the Secretary by 30th November in each year.
- 3.2 The Executive Committee will consider all nominations for Life membership prior to the Annual General Meeting of the association.
- 3.3 To be eligible for Life membership a member
 - 3.3.1 must have at least ten years of continuous membership OR thirteen years of broken membership; and
 - 3.3.2 must have served as an officer of the association for at least three years (not necessarily consecutive years); and
 - 3.3.3 must have conducted himself in a way that has been beneficial to other members; and
 - 3.3.4 will have rendered identifiable valuable service to the association during his membership that has enhanced the quality of the association's work
PROVIDED that 3.3.3 and 3.3.4 above will be determined by the Executive Committee at their absolute discretion.
- 3.4 The Executive Committee will announce any approval for Life membership at the Annual General Meeting next following 30th November in each year. The Executive Committee may, but is not obliged, to offer reason/s for its decision to approve or disapprove any nomination for Life membership.

4. JOINING AND MEMBERSHIP FEES

The Executive Committee may from time to time at its discretion, determine a reduced membership fee payable by:

- 4.1.1 a person who joins during the year, but not if he has been a member at any time in the preceding six years;
- 4.1.2 families;
- 4.1.3 full time students; and
- 4.1.4 pensioners
PROVIDED that any reduction in the membership fee will not affect the membership classification.

5. CESSATION OF MEMBERSHIP

- 5.1 No refund of any membership fee, or part thereof, shall be made to a person who ceases to be a member for any reason.
- 5.2 Once a person has ceased to be a member, any further application for membership will be treated as an application for membership in accordance with PART II Clause 5 of the Constitution of the association.

6. MEMBERS LIABILITY

- 6.1 No member of the association will be liable for any injury to any person or damage to property resulting from an accident occurring, directly or indirectly, during the pursuit of the association's activities.
- 6.2 The association will not be liable for any injury or damage beyond the sum it is covered against such liability by insurance, PROVIDED the association has effected all such insurance policies as is required by law.

PART III – STRUCTURE AND ADMINISTRATION

7. COMMITTEES OF THE ASSOCIATION

- 7.1 The association will be managed by the:
 - 7.1.1 Executive Committee;
 - 7.1.2 Ad Hoc Committees;
 - 7.1.3 Standing Committees;
 - 7.1.4 Special Positions Committees;
 - 7.1.5 Production Committees; and
 - 7.1.6 Casting Committees.
- 7.2 No member, nor any committee, is empowered to:
 - 7.2.1 collect or pay any monies;
 - 7.2.2 enter into any contract, agreement or arrangement;
 - 7.2.3 make any public statement on policy;
 - 7.2.4 correspond or engage in any activity on behalf of the association unless a specific power is contained herein, or the Executive Committee gives express authority.
- 7.3 All committees are subject to the procedural and accountability rules contained in the Constitution of the association and herein, and/or as determined by the Executive Committee from time to time.
- 7.4 All persons taking up any office in the association (excluding Patron) must be either adult members or Life members of the association.
- 7.5 Office bearers will not receive any remuneration for their services to the association unless a specific written agreement providing for remuneration is made which is consistent in all respects with the provisions, from time to time, of the Charitable Fundraising Act 1991 as amended.

8. THE EXECUTIVE COMMITTEE

8.1 Office Holders/Membership

- 8.1.1 The Executive Committee may comprise the following officers:
 - (a) President;
 - (b) Vice President (Membership);

- (c) Vice President (Public Relations);
- (d) Treasurer;
- (e) Secretary;
- (f) Director Fund Raising Committee;
- (g) Director House Equipment and Technical Committee;
- (h) Director Youth Group;
- (i) Production Managers x 3

8.1.2 If there are insufficient members elected at the Annual General Meeting to fill all the offices specified in 8.1.1, or vacancies occur during the year, the Executive Committee may still operate with full powers with a minimum of six officers which must include the President or Vice President and the Secretary.

8.1.3 If the membership of the Executive Committee falls below six officers as referred to in Clause 8.1.2 a Special General Meeting is to be called for the association to consider the position.

8.2 **Executive Committee – Decision Making**

8.2.1 Where a matter requires determination by the Executive Committee, any committee or a member may refer the same to the Executive Committee for determination stating that committees or members view on the matter. Any such matter must be considered at the next meeting of the Executive Committee and its decision, which is final and binding, reported in the next issue of the association newsletter or advised at the next meeting of the association, whichever is the earlier.

8.2.2 Where a matter is to be determined by any other committee or officer of the association, such matter may be referred to the Executive Committee. The Executive Committee, subject to Clause 8.2.1, may elect to:

- (a) comment and refer the matter back to the referring committee or officer or
- (b) determine the matter itself, in which case its discretion shall be final and binding upon the association.

8.3 **Executive Committee – Powers**

8.3.1 Without limiting the express powers herein contained or the powers granted by PART III Clause 15 of the Constitution, the Executive Committee has the following powers:

- (a) to employ any person or organisation;
- (b) enter into any contract, agreement or other arrangement pursuant to which the association receives any benefit;
- (c) enter into any contract, agreement or other arrangement pursuant to which the association incurs any responsibility or liability;
- (d) to borrow or collect money or resources from time to time considered necessary or desirable for the association;
- (e) to obtain any professional or other advice from time to time which it considers necessary or desirable for the association;

- (f) incur liabilities and responsibilities, give securities or guarantees for any monies borrowed on behalf of or for the benefit of the association;
- (g) to make public statements, correspond with members and non members as and when appropriate on behalf of the association;
- (h) to determine policy of the association from time to time and in the manner in which the same will be applied; and
- (i) to consider, amend and approve, as appropriate, the budgets for the productions of the association presented to it by the Production Committees in accordance with Clause 32.4.3.

8.4 Executive Committee – Leave

8.4.1 The Executive Committee may grant an officer of that committee leave for a period not exceeding three months.

8.4.2 The Executive Committee may fill the place of an officer of that committee absent without leave, or on official leave, on an acting basis.

8.5 Executive Committee – Meetings

8.5.1 The President or any three officers of the Executive Committee may call a special meeting of the Executive Committee.

8.5.2 In exceptional circumstances, and only with majority agreement, the President, or his designated representative, may call a telephone conference meeting on any issue.

8.5.3 The Executive Committee will decide its order of business and formal procedures in managing the affairs of the association general

8.5.4 A committee meeting may be held at 2 or more venues using any technology approved by the committee

8.5.5 If any technology is to be used at a meeting it must be noted that all members are in accordance with this practice

8.6 Executive Committee – Voting

8.6.1 No proxy or absentee voting may occur

8.6.2 Any committee member approved as above and using any approved technology may vote at the meeting as if they were there in person

8.7 Executive Committee – Length of Service

8.7.1 No one may serve more than three consecutive years in the same position on the Executive Committee.

8.7.2 Subject to Clause 8.7.1, a person who has completed three years of consecutive service may act in a casual vacancy in the same position in the following consecutive year. This will not affect the eligibility to stand for office in the fifth year.

8.8 The Secretary of the association will keep a register of names of the Executive Committee in accordance with section 21(2) (c) of the Act.

9. AD HOC COMMITTEES

- 9.1 Ad hoc committees will cease existence on completion of their task or on the date of the Annual General Meeting of the association, whichever occurs first. Where the Annual General Meeting occurs first, these committees may be re-established at that meeting if necessary.

10. STANDING COMMITTEES

- 10.1 There will be one Standing Committee for each of:

- 10.1.1 Finance;
- 10.1.2 Membership;
- 10.1.3 Public Relations;
- 10.1.4 Fund Raising;
- 10.1.5 House Equipment and Technical;

- 10.2 Standing Committees will, subject to any direction given by the Executive Committee, assess and meet the needs of their particular portfolio.

- 10.3 Standing Committees will continue from year to year although the members of those committees must be elected each year in the general election at the Annual General Meeting.

10.4 Finance Committee

- 10.4.1 **Membership** – the Finance Committee will comprise:

- (a) President;
- (b) Secretary; and
- (c) Treasurer.

10.4.2 **Quorum/Voting**

- (a) a quorum will be the full membership;
- (b) decisions will be made by majority vote.

10.4.3 **Powers and responsibilities**

- (a) between meetings of the Executive Committee the Finance Committee will have the same powers as the Executive Committee in regard to financial matters subject always to:
 - i. any limitation, from time to time, which the Executive Committee may impose upon the committee for any single expenditure; and
 - ii. keeping within any existing policy or decision of the Executive Committee;
- (b) all expenditure of the Finance Committee pursuant to Clause 10.4.3 (a) must be properly documented and presented to the next meeting of the Executive Committee.

10.5 Membership Committee

10.5.1 Membership

- (a) membership of this committee will comprise:
 - i. Vice President (Membership); and
 - ii. up to four members to be elected at the Annual General Meeting;
- (b) where there are no nominations at the Annual General Meeting, the Vice President (Membership) shall act alone.

- 10.5.2 **Quorum/Voting**
 (a) a quorum will be the full membership;
 (b) decisions will be made by majority vote;
 (c) where a vote is equal, the Vice President (Membership) shall have the second or casting vote.
- 10.5.3 **Powers and responsibilities**
 To assist the Vice President (Membership) in the performance of his powers and responsibilities as indicated in Clause 14.2.1.
- 10.6 **Public Relations Committee**
- 10.6.1 **Membership**
 (a) membership of this committee will comprise:
 i. Vice President (Public Relations); and
 ii. up to four members to be elected at the Annual General Meeting;
 (b) where there are no nominations at the Annual General Meeting, the Vice President (Public Relations) shall act alone.
- 10.6.2 **Quorum/Voting**
 (a) a quorum shall be the full membership;
 (b) decisions will be made by majority vote;
 (c) where the vote is equal, the Vice President (Public Relations) shall have the second or casting vote.
- 10.6.3 **Powers and responsibilities**
 To assist the Vice President (Public Relations) in the performance of his powers and responsibilities as indicated in Clause 14.2.2
- 10.7 **Fund Raising Committee**
- 10.7.1 **Membership**
 (a) the membership of this committee will comprise:
 i. Director, Fund Raising Committee;
 ii. Secretary;
 iii. Treasurer;
 iv. up to eight members to be elected at the Annual General Meeting
 (b) where there are no nominations at the Annual General Meeting, the Director, Fund Raising, the Secretary and the Treasurer shall act jointly.
- 10.7.2 **Quorum/Voting**
 (a) a quorum for meetings shall, in the absence of any contrary determination by the Executive Committee, consist of the Director, Fund Raising Committee and Treasurer;
 (b) decisions will be made by majority vote;
 (c) where the vote is equal, the Director, Fund Raising Committee shall have a second or casting vote.
- 10.7.3 **Powers and responsibilities**
 (a) this committee will operate a bank account and keep an account book which will be reconciled each month to the bank account;

- (b) cheques are to be signed by any two of the Director, Fund Raising Committee, Secretary and Treasurer;
- (c) the committee will prepare a report of its activities and a financial statement by the last day of each calendar month except December (such report and statement being combined with the month of January next following) and will be delivered to the Executive Committee to enable consideration at the next meeting of the Executive Committee. This report and statement will become an annexure to the minutes of the meeting of the Executive Committee which will receive them.

10.8 House Equipment and Technical Committee

10.8.1 Membership

- (a) the membership of this committee will comprise:
 - i. Director, House Equipment and Technical Committee;
 - ii. up to four members to be elected at the Annual General Meeting
- (b) where there are no nominations at the Annual General Meeting, the Director shall act alone.

10.8.2 Quorum/Voting

- (a) a quorum will be the full membership;
- (b) decisions will be made by majority vote;
- (c) where the vote is equal, the Director shall have a second or casting vote.

10.8.3 Powers and responsibilities

The House Equipment and Technical Committee is responsible for:

- (a) liaising with the Theatre Management Committee to ensure the maintenance needs of the theatre and grounds are met;
- (b) custody and maintenance of the association's property and equipment;
- (c) lighting, sound communications and other technical systems;
- (d) stage;
- (e) hiring out and return of scenery and stage properties and accounting for same;
- (f) implementing safety and cleaning policies as directed by the

11. SPECIAL POSITION OFFICERS

11.1 The Special Position officers to be elected at the Annual General Meeting are:

- a) Clerical Officer;
- b) Communication Officer;
- c) Costume Custodian;

11.2 The Special Position Officers are responsible to the Executive Committee although they do not form part of such committee.

11.3 They report to the President for the day-to-day administration of their portfolio.

PART IV – OFFICE HOLDERS & POSITIONS

12. PATRON

- 12.1 The office of Patron will be held by a significant community figure whose dealings with the association will promote the Objects of the association.
- 12.2 There is no limit to the number of patrons who may be elected. Election will be for a one-year term and will be determined at the Annual General Meeting.
- 12.3 A Patron need not be a member of the association. A Patron who is not a member may join in discussions and consultations but is not entitled to any of the privileges of membership.

13. CONSULTANTS

- 13.1 The Executive Committee may approve a consultancy to the association and set the amount of time involved and any fee payable.
- 13.2 The consultant may serve with the Executive Committee or any other committee of the association, as determined by the Executive Committee.
- 13.3 A consultant will not have any voting rights or any other right attaching to membership of the association.

14. OFFICERS DUTIES AND RESPONSIBILITIES

14.1 President

The President is the association's senior officer who will:

- 14.1.1 provide leadership in pursuit of the Objects of the association;
- 14.1.2 coordinate the work of the Special Position Officers;
- 14.1.3 preside at all meetings of the association;
- 14.1.4 where a deadlock occurs, have a second or casting vote;
- 14.1.5 be an ex-officio member of all committees of the association excluding the Casting and Production Committees;
- 14.1.6 refer to Guidelines for President for further details. See Appendix 1.

14.2 Vice Presidents

The Vice Presidents will be deputies for the President and shall assist him in all duties. One of the Vice President will preside at meetings when the President is absent and shall then have the same voting rights as the President at such meeting.

14.2.1 Vice President (Membership)

In addition to the general duties outlined in Clause 14.2 the Vice President (Membership) shall have the following duties and responsibilities:

- (a) specialise in the care of members' interests;
- (b) seek to increase membership;
- (c) invite membership and distribute membership forms at such gatherings as may contain new members;
- (d) ensure supply of membership forms at the Box Office of any theatre or place where the association is performing;
- (e) chair the Standing Committee on membership;
- (f) prepare the association's newsletter;
- (g) receive joining fees and issue receipts in respect of the same;
- (h) pursue payment of joining and membership fees;

- (i) ensure all persons chosen to perform in any production of the association or elected to the Production Committees are financial members of the association;
- (j) maintain a register of members and any other membership records;
- (k) develop welcoming programmes for new members;
- (l) assist with member's programmes as necessary from time to time;
- (m) develop social events for members;
- (n) refer to Guidelines for Vice President (Membership) for further details. See Appendix 2.

14.2.2 Vice President (Public Relations)

In addition to the general duties outlined in Clause 14.2 the Vice President (Public Relations) shall have the following duties and responsibilities:

- (a) responsibility for all external publicity including newspaper and radio articles and advertisements for the association;
- (b) ensure that each public production receives adequate publicity;
- (c) maintain a 'Scrapbook' for the association of all publicity items including programmes, posters, advertisements and articles;
- (d) prepare a publicity budget for each production for approval by the Executive Committee and thereafter to work from such approved budget;
- (e) notify the Treasurer of all expenditure against the publicity budget for recording by the Treasurer;
- (f) incur debts on behalf of the association only with the express approval of the Executive Committee (or in an emergency the Finance Committee) and then only in accordance with the approved budget;
- (g) promote public relations generally in the community;
- (h) chair the Public Relations Standing Committee which will assist with all his functions;
- (i) prepare the production programme for approval by the Executive Committee and all associated publicity
- (j) refer to the Guidelines for Vice President (Public Relations) for further details. See Appendix 3.

14.3 Secretary

The Secretary shall:

- 14.3.1 call, advertise and prepare all business for all meetings of the association and the Executive Committee;
- 14.3.2 keep proper minutes of all such meetings;
- 14.3.3 record all amounts of money authorised for payment by the association;
- 14.3.4 keep account of his own petty cash outgoings for regular reconciliation with the Treasurer;
- 14.3.5 receive all correspondence, read the same at relevant meetings and reply as directed;
- 14.3.6 order tickets for productions;

- 14.3.7 assist the President in the preparation of the Annual report of the association for presentation at the Annual General Meeting;
 - 14.3.8 be an ex-officio member of all committees except the Casting and Production committees;
 - 14.3.9 for the purposes of the Associations Incorporation Act 1984 be the Public Officer;
 - 14.3.10 hold the Common Seal of the association;
 - 14.3.11 be custodian of all books, documents and securities of the association;
 - 14.3.12 arrange inspection of association books, documents and securities for members requesting same;
 - 14.3.13 refer to Guidelines for Secretary for further details. See Appendix 4.
- 14.4 Treasurer**
- The Treasurer shall:
- 14.4.1 issue receipts for and promptly bank all monies paid to the association;
 - 14.4.2 render a financial statement to each Executive Committee meeting and present thereat accounts to be passed for payment;
 - 14.4.3 pay accounts as approved by the Executive Committee and secure evidence for all monies paid;
 - 14.4.4 prepare a financial statement and budget report recording the results of each public production for presentation to the General Meeting relating to that production;
 - 14.4.5 prepare, at close of each financial year of the association a financial statement and balance sheet showing the true financial position of the association, which will be duly audited for presentation at the Annual General meeting;
 - 14.4.6 ensure that proper books of account are maintained and reconciled each month to the bank statements of the association;
 - 14.4.7 be an ex officio member of all Production Committees;
 - 14.4.8 refer to Guidelines for Treasurer for further details. See Appendix 5.
- 14.5 Director, Fund Raising Committee**
- The Director, Fund raising Committee shall:
- 14.5.1 chair the Fund Raising Committee;
 - 14.5.2 coordinate the activities of such committee;
 - 14.5.3 ensure that such committee carries out its functions effectively;
 - 14.5.4 refer to Guidelines for Director, Fund Raising Committee for further details. See Appendix 6.
- 14.6 Director, House Equipment and Technical Committee**
- The Director, House Equipment and Technical Committee shall:
- 14.6.1 chair the House Equipment and Technical Committee;
 - 14.6.2 coordinate the activities of such committee;
 - 14.6.3 ensure such committee carries out its functions effectively;
 - 14.6.4 refer to Guidelines for Director, House and Technical Equipment Committee for further details. See Appendix 7.
- 14.7 Director, Youth Group**
- The Director, Youth Group shall:
- 14.7.1 coordinate the activities of the Youth Group;

- 14.7.2 be responsible for preparing the budget of expenditure of the Youth Group;
- 14.7.3 liaise with parents/guardians of Youth members;
- 14.7.4 refer to Guidelines for Director, Youth Group for further details. See Appendix 8.
- 14.8 **Production Managers (3)**
The Production Manager/s shall:
 - 14.8.1 chair each of the Casting and Production Committees for all productions of the association
 - 14.8.2 call meetings of each production committee and ensure that decisions of such meetings are put into effect and/or carried out
 - 14.8.3 ensure all administrative work of such committees is completed leaving other members free to fulfil their part in productions
 - 14.8.4 liaise and report to the Executive Committee
 - 14.8.5 refer to Guidelines for Production Manager/s for further details. See Appendix 9
- 14.9 **Clerical Officer**
 - 14.9.1 the Clerical Officer is responsible for the association's typing and related clerical procedures including minutes of meetings of all committees, as required;
 - 14.9.2 he shall take no part in the business of such meetings, but being a member of the association shall have full discussion and voting rights at general meetings of the association;
 - 14.9.3 refer to Guidelines for Clerical Officer for further details. See Appendix 10.
- 14.10 **Communications Officer**
 - 14.10.1 the Communications Officer is responsible for the copying and distribution of the newsletter and other material sent to other persons and organisations;
 - 14.10.2 refer to Guidelines for Communications Officer for further details. See Appendix 11.
- 14.11 **Costume Custodian**
The Costume Custodian is responsible for:
 - 14.11.1 the custody, upkeep and order of the association's costumes;
 - 14.11.2 hiring out costumes at a fee recommended by him and approved by the Executive Committee;
 - 14.11.3 the dispatch and receipt of all costumes to and from hirers;
 - 14.11.4 issuing receipts for payments received from hirers;
 - 14.11.5 delivering the receipt book for hirings to the Treasurer at least once each quarter for audit;
 - 14.11.6 refer to Guidelines for Costume Custodian for further details. See Appendix 12.

15. RESIGNATION

Resignation from any Special Position or any Committee shall be in writing to the Secretary of the association.

16. VACANCY AND REPLACEMENT

- 16.1 If a position on the Executive Committee or a Special Position is not filled at the Annual General Meeting, the Executive Committee may temporarily fill it until an election by members can occur.
- 16.2 The procedure for the election to fill such positions shall be the same as for the general election at the Annual General Meeting. This election will take place at the first scheduled general meeting after the time specified in the election procedures has elapsed.
- 16.3 An Executive Committee officer may not be elected to more than one position on that committee, but may act in another position until replacement under the rules can occur. Special Positions are not involved in this rule.
- 16.4 When a position remains unfilled it will continue to be advertised in the association's newsletter in each distribution, or the Executive Committee must endeavour to fill it by other means, as it considers appropriate.

PART V – MEETINGS

17. ANNUAL GENERAL MEETINGS

The Annual General Meeting shall decide the format of productions for the ensuing year, honouring any commitment the Executive Committee may have made under Clause 31.1.

PART VI – ELECTIONS AND VOTING

18. ELECTIONS

18.1 Positions Elected

There shall be a general election at the Annual General Meeting, when the following positions shall be filled:

- 18.1.1 the members of the Executive Committee;
- 18.1.2 Patron/s;
- 18.1.3 Auditor pursuant to Clause 20;
- 18.1.4 Special Positions pursuant to Clause 11.

18.2 Nominations

- 18.2.1 The Secretary will post all nominations on a notice board and any electronic technology available and members will be advised by newsletter that this is being done. An absent adult member may be included in the poll if nominated.
- 18.2.2 Any adult member who is unable to attend the meeting when an election is to be made may advise the Secretary, in writing, of his willingness to receive a floor nomination and this may be relied upon to indicate acceptance of any nomination by the absent member.

18.3 **Executive Committee**

- 18.3.1 Each nominee for any executive committee position may introduce himself to the meeting and speak in support of his nomination;
- 18.3.2 No support speaking will be permitted.
- 18.3.3 A Returning Officer and at least two assistants will be elected for an executive committee poll, none of whom may be nominees for such committee.
- 18.3.4 The Returning Officer shall act as chairman of the meeting for the election of President.

19. **VOTING AT ELECTIONS**

19.1 The following system shall apply at all elections:

- 19.1.1 the Executive Committee will determine if the vote is to be postal, electronic or in person;
 - 19.1.2 the Executive Committee will advise all members of this decision 14 days prior to the meeting;
 - 19.1.3 voting to be by secret ballot;
 - 19.1.4 no proxy or absentee voting;
 - 19.1.5 a separate vote is to be taken for each election;
 - 19.1.6 eligibility to vote will lie with adult and Life members;
 - 19.1.7 details of voting will not be released unless directed to be so by the meeting;
 - 19.1.8 if there are three (3) or more nominees, and one (1) has more votes than the aggregate of the other nominees, that person shall be elected;
 - 19.1.9 if it is not possible to declare, as in 19.1.8, the nominee with the lowest votes will be eliminated and a vote be taken on the remaining nominees. This process will continue until one nominee receives an unbeatable majority;
 - 19.1.10 if a tie occurs at any stage of the voting process that may affect the poll, another vote will be taken. If a tie remains a draw from the hat will decide which nominee:
 - (a) continues in the poll;
 - (b) is awarded the poll.
- 19.2 All polls must be declared. When this is done, the Secretary will take possession of the ballot papers and keep them sealed until the first Executive Committee meeting when they will be destroyed, if there is no appeal.
- 19.3 **Appeal**
- 19.3.1 An appeal may be lodged against any result and must be in writing with the Secretary by the beginning of the first Executive Committee meeting after the Annual General Meeting or any election undertaken.
 - 19.3.2 The Executive Committee will decide at this meeting whether there are sufficient grounds for a fresh election on that particular result. The Executive Committee may, but is not obliged to, give reasons for its decision. The decision of the Executive Committee shall be final.

If necessary, the fresh election shall be held at the first general meeting after the time specified in the election procedures have elapsed.

PART VII – FINANCIAL MANAGEMENT

20. AUDITOR

- 20.1 For the position of Auditor, nominations will only be accepted if they are with the Secretary no less than twenty-eight days prior to the Annual General Meeting. No floor nominations will be accepted for the position of Auditor.
- 20.2 An Auditor shall be appointed at each Annual General Meeting and will have the qualifications acceptable to the association and any act by which this association is bound.
- 20.3 The Auditor shall not be a member of the association or related to an Executive committee member.
- 20.4 The Auditor will report to the Executive Committee.

21. FUNDS

21.1 Special Allocation of Funds

The Executive Committee may recommend to a general meeting a donation to an authorised appeal together with the recommended amount of the donation.

- 21.2 An allocation of funds to an appeal recommended by the Executive Committee may be approved by a majority vote. To change the recipient appeal will require a Special Resolution.
- 21.3 The general meeting may reduce the amount of the donation recommended by the Executive Committee by a simple majority vote. To increase the recommended amount of the donation will require a Special Resolution.
- 21.4 The Executive Committee may authorise a donation to a school for a specific purpose of a contribution to an award relating to theatrical skills.

22. FINANCIAL YEAR

The financial year of the association shall be 1 January to 31 December.

23. PETTY CASH

A petty cash system may be established at the discretion of the Executive Committee, with payment limits. All other payments are to be by cheque or direct to the recipient's bank account.

24. ACCOUNTS

- 24.1 A system of accounts shall be established that is acceptable to the Auditor.
- 24.2 Current, Special and investment accounts may be established at the discretion of the Executive Committee PROVIDED that there must always be at least one current account with a cheque facility.

PART VIII – MISCELLANEOUS

25. CORRESPONDENCE

- 25.1 The Secretary is the only officer regularly empowered to correspond in the name of the association in regard to general business.
- 25.2 The Vice President (Membership), Vice president (Public Relations) and Secretary of the Fund Raising Committee may, where matters come within the ambit of their respective responsibilities, correspond on behalf of the association. Such officers are to sign such correspondence and ensure their name and office is clearly shown on such correspondence. Copies of all such correspondence are to be provided to the Secretary.
- 25.3 At the discretion of the Executive Committee other executive members may correspond on behalf of the association. Such officers are to sign such correspondence and ensure their name and office is clearly shown on such correspondence. Copies of such correspondence are to be provided to the Secretary.

26. NEWSLETTER

- 26.1 The Vice President (Membership) shall be the editor of the association's newsletter which is to be distributed to all members at least once each month.
- 26.2 The newsletter will contain, among other items of the editor's choice, information on:
 - 26.2.1 forthcoming events;
 - 26.2.2 meetings;
 - 26.2.3 productions;
 - 26.2.4 new members, if any;
 - 26.2.5 decisions and matters dealt with by the Executive Committee;
 - 26.2.6 all material directed by the Executive Committee, from time to time.

27. NANCY BOARDMAN AWARD

- 27.1 The Nancy Boardman Award will be conferred in recognition of outstanding service given to the association during that particular year.
- 27.2 Nominations for the Nancy Boardman Award will be accepted from members no later than 30 November of that particular year.
- 27.3 Nominees must be financial members of the association.
- 27.4 The final decision will lie with the Executive Committee.

28. SPONSORSHIP TO FURTHER THE OBJECTIVES

The Executive Committee may from time to time award sponsorships consistent with the Objectives of the association.
Refer to Appendix 17 for further details on criteria and procedure.

PART IX – PRODUCTIONS

29. EXECUTIVE PRODUCER

- 29.1 The Executive Committee:
 - 29.1.1 shall be the producer, on behalf of the association, of all productions performed by the association (or performed by other organisations where the association has sponsored or assisted same);
 - 29.1.2 shall be ultimately responsible to ensure that any production is of sufficient standard to be performed;
 - 29.1.3 may withdraw any production it considers to be of inferior standard;
 - 29.1.4 may withdraw any production where technical problems or shortfall of resources of any kind interfere at any stage;
- 29.2 The Executive Committee may approve:
 - 29.2.1 use of a non-member or Honorary member, if it is satisfied that the production cannot otherwise proceed. If this person is a member of the Production Committee he may vote on that committee but not elsewhere;
 - 29.2.2 payment to any non-member to perform a non stage performance function in a production only if it is satisfied that no member is available to perform the function at the required standard;
 - 29.2.3 or direct the use of a consultant with or without fee, to assist a production without such consultant taking part in the cast or other function of the production.
 - 29.2.4 bona fide payments to members of the Association permitted under Section 5 of the Act

30. SELECTION OF PRODUCTIONS

- 30.1 The Executive Committee:
 - 30.1.1 may invite submissions from members and the public for productions for consideration for the ensuing three years;
 - 30.1.2 will review the submissions rejecting any which may be too costly, too complex in staging or otherwise not considered suitable (in their absolute discretion) without concerning itself with the moral or similar aspects of the submissions;
 - 30.1.3 will select the number and type of productions by applying the procedure outlined in Clause 30.1.2;
 - 30.1.4 will determine the number of performances for each such production;
 - 30.1.5 may call a general meeting of members to select the actual productions. Voting to be as per Clause 19.
- 30.2 All submissions must contain a synopsis of:
 - 30.2.1 the plot;
 - 30.2.2 details of:
 - (a) casting;
 - (b) sets;
 - (c) costumes;
 - (d) lighting; and

- 30.2.3 (e) any special aspect needing to be considered; and where possible, a script and/or musical score.

31. PROGRAMME OF PRODUCTIONS

31.1 The Executive Committee:

- 31.1.1 will ensure that the next year's programme of productions, including performance dates, is developed by September 1 the previous year;
- 31.1.2 may develop programmes related to training, promotion and other functions consistent with the Objects of the association and implement them.

32. PRODUCTION COMMITTEE

32.1 There will be a Production Committee for each production which the association performs. Each Production Committee will cease existence at the general meeting following the last performance of the relevant production and unless otherwise expressly provided herein, or by the Executive Committee, the members of such committee will cease to hold such office.

32.2 **Membership**

32.2.1 Each Production Committee will:

- (a) be selected at a general meeting not less than six months prior to the scheduled commencement of the production to which it relates; and
- (b) cease at the general meeting following the conclusion of the production, except that the Wardrobe Manager will continue his responsibilities for one month following the last performance and report through the Liaison Officer.

32.2.2 The members of the Production Committee will be determined by the production to which it relates. The Committee will comprise:

- (a) Production Manager
 - (b) Treasurer;
 - (c) Production Director;
 - (d) Stage Manager;
 - (e) House Manager;
- and such of the following as is considered appropriate for the relevant production:
- (f) Musical Director;
 - (g) Choreographer;
 - (h) Designer;
 - (i) Set Construction Manager;
 - (j) Wardrobe Manager;
 - (k) Lighting and Sound Managers;
 - (l) Properties Manager;
 - (m) Production Assistant
 - (n) Any other position considered appropriate.

32.2.3 A member of the Production Committee may hold more than one position on that committee;

32.2.4 Deleted

32.3 **Vacancy and Replacement**

The Executive Committee may invite a person to fill any of the positions on the Production Committee if it cannot be done at the general meeting and may invite a person to be an assistant in any of these functions.

32.4 **Powers and Responsibilities**

The Production Committee will:

- 32.4.1 manage all aspects of the production;
- 32.4.2 appoint such other offices as are necessary for the production eg make-up artist, electrician deleted;
- 32.4.3 submit to the Executive Committee as soon as possible after election (and in any event by the date set by the Executive Committee)deleted, its estimated budget requirements for the production including costumes, properties, scenery and orchestra, and any other items considered necessary for the production;
- 32.4.4 not expend more funds than those approved by the Executive Committee from time to time;
- 32.4.5 maintain minutes of all meetings which will be made available to the Executive Committee to assist the Executive Committee in determining budget requests;
- 32.4.6 following approval of budget requests by the Executive Committee, apply to the Treasurer for release of funds in accordance with Clause 14.4.8.

32.5 **Quorum**

A quorum for the Production Committee shall be a simple majority of the members of the committee who are present and entitled to vote.

32.6 **Decisions/Voting**

- 32.6.1 All committee members present and eligible to vote EXCLUDING any assistant to any position, shall be entitled to one vote each.
- 32.6.2 Where the vote is equal, the Production Manager will take the issue to Executive Committee for a final decision

33. **CASTING COMMITTEE**

A Casting Committee will be elected at the same general meeting as the Production Committee. The Casting Committee shall cease existence at the same time as the relevant Production Committee.

33.1 **Membership**

- 33.1.1 It will consist of the following officers:
 - (a) Production Manager;
 - (b) Production Director;
 - (c) Musical Director, where appropriate (to be the same person as elected at the Production Committee);
 - (d) Play member – to be elected only where the production is a play.
- 33.1.2 If a Casting Committee member wishes to audition for any role in the production, the Executive Committee will arrange a replacement for the auditioning of the part concerned. The auditioning member will

be required to leave the room during any discussion and/or vote on the role.

33.2 Powers and Responsibilities

The Casting Committee will determine, in respect of the relevant production:

- 33.2.1 the major roles for which the audition/s will be held;
- 33.2.2 the minor roles;
- 33.2.3 which of the minor roles, if any, for which auditions are to be held;
- 33.2.4 if a specialist is required to assist in casting, and if so the particular skills such specialist should hold.

33.3 Quorum

A quorum is full membership.

33.4 Decisions/Voting

- 33.4.1 Each committee member is entitled to one vote.
- 33.4.2 Decisions will be by majority vote.

33.5 Play Casting Committee Member

The Play Casting Committee Member shall assist the Production Director in all matters relevant to the casting as required in Clause 33.2.2 and 33.3.

34. AUDITION PROCEDURE

34.1 The Executive Committee:

- 34.1.1 may, initially, set up to four dates for auditions for each production and thereafter set such further audition dates, as it may consider appropriate;
- 34.1.2 may direct whether auditions will be open to an audience or not;
- 34.1.3 may determine any other audition issue which may arise;
- 34.1.4 may rule that audition is not required for a concert type presentation providing that quality of performance is already known;
- 34.1.5 will determine whether audition/s will be open to the public and/or members only.

34.2 The audition date/s will be advertised in the local press the week and any electronic media prior to the audition date/s.

34.3 The Casting Committee may:

- 34.3.1 use a call back system if it considers it necessary, which may be outside the formal audition date/s set pursuant to Clause 34.1.1;
- 34.3.2 select the requirements for audition/s, but must ensure that all persons auditioning receive equal and fair assessment.

34.4 The Production Manager will:

- 34.4.1 announce a list of all the roles to be auditioned for and a list of minor parts to be decided without audition;
- 34.4.2 conduct the audition/s and explain the association's requirements to those taking part in a production.

34.5 In the event:

- 34.5.1 of a replacement being required the person/s who previously auditioned shall be considered first;

34.5.2 of being unable to cast a role after all auditions have been held, the Casting Committee will consult the Executive Committee as to the action to be taken.

35. PRODUCTION OFFICERS – DUTIES & RESPONSIBILITIES

35.1 Production Director

Eligibility

35.1.1 At the discretion of the Executive Committee any person putting themselves forward to direct any play for the first time with the association must:

- (a) have served as the assistant to an established director of a play; and
- (b) have an established director of plays to assist them before assuming a solo role as a director of plays or
- (c) Exhibit and submit suitable prior experience at a level acceptable to the Executive Committee.

35.1.2 At the discretion of the Executive Committee any person putting himself forward to direct any musical for the first time with the association must:

- (a) have served as the assistant to an established director of musicals; and secondly
- (b) have an established director of musicals to assist him before assuming a solo role as a director of musicals or
- (c) Exhibit and submit suitable prior experience at a level acceptable to the Executive Committee.

35.1.3 All nominations for the position of Director for any show must be submitted in writing, at the latest, one week prior to the meeting at which the Production Committee is to be elected.

35.1.4 Any first time director as in 35.1.1 (c) & 35.1.2 (c) may be required to submit the name of an established director, who is prepared to accept the position of assistant director, if requested by the Executive Committee.

35.2 Responsibilities

The Production Director shall:

35.2.1 in association with the Production Manager, be responsible for coordinating all those associated with the production, without infringing other officers' responsibilities;

35.2.2 whilst cooperating with the Production Manager and other officers of the Production Committee, have the final decision on appearance of sets, costumes and properties and the general direction of the production and its roles;

35.2.3 consult with the Production Manager over any issue/s relating to the cast. Any action/s considered necessary will follow this consultation;

35.2.4 consult with the Production Manager over any issue/s relating to the production, technical or otherwise

35.2.4 refer to Guidelines for Production Director for further details. See Appendix 18.

35.3 **The Production Manager**

The Production Manager shall

- 35.3.1 be responsible for coordinating all those associated with the production, without infringing other officers' responsibilities;
- 35.3.2 be responsible for the smooth running of the rehearsal period;
- 35.3.3 report to the Executive Committee on the progress of the production;
- 35.3.4 oversee budgets and report to the Treasurer on expenditure;
- 35.3.5 be responsible for organisation of disposal of sets at the end of a production
- 35.3.6 refer to Guidelines for Production Manager for further details. See Appendix 19

35.4 **Stage Manager**

The Stage Manager shall:

- 35.4.1 appoint, train and direct stage crew;
- 35.4.2 be thoroughly familiar with all scripts, including the lighting, sound effects, sets (and their changes), properties and the entry and exit of all role players in the production;
- 35.4.3 be responsible for the organisation of all activity on and behind the stage during a performance;
- 35.4.4 attend a number of ordinary rehearsals in addition to the dress rehearsals;
- 35.4.5 be responsible for seeing that all necessary scenery and properties are to hand on stage for each production;
- 35.4.6 be responsible for the administration of that part of the production budget which is assigned to him, keeping records of expenditure and providing full details to the Production Manager and Treasurer as required;
- 35.4.7 report to the Production Manager on any issue/s relating to the stage
- 35.4.8 refer to Guidelines for Stage Manager for further details. See Appendix 20

35.5 **Musical Director (Production Committee)**

The Musical Director (Production Committee) shall:

- 35.5.1 be responsible for the training and rehearsing of all singers, principal and chorus, orchestra, instrumental soloists and any other music related to the production;
- 35.5.2 whilst cooperating with the other members of the Production Committee, have the final decision on any issue relating to a pure musical question;
- 35.5.3 be permitted to appoint a chorus master who will be responsible to him;
- 35.5.4 with the approval of the Executive Committee, be responsible for the recruitment of the orchestra, rehearsal and audition pianist/s;
- 35.5.5 report to the Production Manager on any issue/s relating to music

- 35.5.6 provide full details of all orchestra members to the Treasurer prior to the conclusion of the final performance;
 - 35.5.7 refer to Guidelines for Musical Director for further details. See Appendix 21.
- 35.6 Choreographer**
- The Choreographer shall:
- 35.6.1 be responsible for all choreography for each production, including teaching and rehearsing of same;
 - 35.6.2 whilst cooperating with other members of the Production Committee, shall have the final decision on issue/s relating to all physical matters
 - 35.6.3 report to the Production Manager any issue/s relating to choreography
 - 35.6.4 refer to Guidelines for further details. See Appendix 22.
- 35.7 Set Designer**
- The Set Designer shall:
- 35.7.1 design all aspects of the set/s in a production, within the guidelines given by the Production Director;
 - 35.7.2 cooperate with other members of the Production Committee to produce artistic set/s that meet the needs of the performers;
 - 35.7.3 report to Production Manager all designs for approval at Executive level
 - 35.7.4 refer to Guidelines for Set Designer for further details. See Appendix 23
- 35.8 Set Construction Manager**
- The Set Construction Manager shall:
- 35.8.1 be responsible for ensuring the construction of the set/s is to the Set Designer's requirements and following conclusion of the production, the correct removal, storage and disposal of same;
 - 35.8.2 ensure the care of tools, equipment and materials;
 - 35.8.3 oversee safety precautions;
 - 35.8.4 cooperate with other members of the Production Committee to ensure the best possible set/s;
 - 35.8.5 report to the Production Manager any issue/s relating to set construction
 - 35.8.6 refer to Guidelines for Set Construction Manger for further details. See Appendix 24.
- 35.9 House Manager**
- The House Manager shall:
- 35.9.1 be responsible for the organisation of all activities in those parts of the auditorium accessible to the audience;
 - 35.9.2 be familiar with safety requirements for the theatre and be ready to implement them;

- 35.9.3 in consultation with the Executive Committee, decide the seating layout and prepare booking plans;
- 35.9.4 appoint ushers (who need not be members of the association);
- 35.9.5 appoint programme sellers and ticket sellers (who MUST be members of the association);
- 35.9.6 decide the location of facilities for the service of refreshments, and in consultation with the Production Manager, determine the time when they will be dispensed;
- 35.9.7 in consultation with the Stage Manager, decide the actual moment of commencement of each performance which must be as close as possible to the advertised time;
- 35.9.8 liaise with the booking agent, where applicable, and keep a check on the progress of bookings;
- 35.8.9 deleted
- 35.8.10 deleted
- 35.8.11 deleted
- 35.9.9 refer to Guidelines for House Manager for further details. See Appendix 25.

35.10 **Wardrobe Manager**

The Wardrobe Manager shall:

- 35.10.1 ensure availability of costumes, wigs, beards and moustaches for the productions;
- 35.10.2 coordinate assistants;
- 35.10.3 research costuming, where necessary, for the approval of the Production Director;
- 35.10.4 loan costumes to cast and/or arrange external hire as necessary, according to rules set by the Executive Committee from time to time;
- 35.10.5 be responsible for the administration of that part of the production budget which is assigned to him, keeping records of expenditure and providing full details to the Treasurer as required;
- 35.10.6 report to the Production Manager on any issue/s relating to costumes
- 35.10.7 continue in office for one month after the production ceases to exist for the purpose of securing the return of all costumes and accessories, and where necessary, their repair and cleaning;
- 35.10.8 prior to ceasing to hold office will provide a full report to the Production Manager in relation to the return, cleaning and repair of all costumes and accessories;
- 35.10.9 refer to Guidelines for Wardrobe Manager for further details. See Appendix 26.

35.11 **Lighting and Sound Managers**

The Lighting and Sound Managers shall;

- 35.11.1 be responsible for the lighting and sound for the stage within the guidelines given by the Production Director;
- 35.11.2 care for and maintain all lighting and sound equipment;

- 35.11.3 cooperate with other members of the Production Committee to produce artistic lighting and sound that also meets the needs of the performers;
- 35.11.4 report to the Production Manager any issue/s relating to lighting and sound
- 35.11.5 be responsible for that part of the production budget which is assigned to him, keeping records of expenditure and providing full details to the Treasurer as required;
- 35.11.6 refer to Guidelines for Lighting and Sound Manager for further details. See Appendix 27.

35.12 **Properties Manager**

The Properties Manager shall:

- 35.12.1 be responsible for ensuring provision of production properties and equipment needed for use on stage by the performers;
- 35.12.2 ensure organisation and availability of properties and equipment necessary for all rehearsals and public performances and ensure correct disposal after the production ceases;
- 35.12.3 make suggestions to the Production Director for props to be used in the production;
- 35.12.4 work within the guidelines set by the Production Director;
- 35.12.5 report to the Production Manager any issue/s relating to properties
- 35.12.6 be responsible for that part of the production budget which is assigned to him, keeping record of all expenditure and providing full details to the Treasurer as required;
- 35.12.7 refer to Guidelines for Properties Manager for further details. See Appendix 28.

35.12 **Production Assistant**

- 35.12.1 give assistance to the Production Director and Production Manager wherever possible;
- 35.12.2 negotiate with the above officers to determine the extent of duties;
- 35.12.3 refer to Guidelines for further details. See Appendix 29.

36. **RESPONSIBILITIES OF CAST MEMBERS**

36.1 The responsibilities of persons cast in a production are:

- 36.1.1 to pay membership fees, if not already paid;
- 36.1.2 clarify and negotiate their role in the production with the Production Director, whose decision shall be final;
- 36.1.3 know the script for the part within the time specified by the Production Director;
- 36.1.4 record movements and other directions as to his role and implement same;
- 36.1.5 punctually attend all rehearsals and performances and if a personal emergency requires absence or lateness, consult with the Production Manager or Production Assistant or Director as soon as possible after the problem is perceived;

- 36.1.6 organise personal props from the beginning of rehearsals in consultation with the Properties Manager and obtain substitutes until the genuine article is available, if necessary;
 - 36.1.7 cooperate fully with the members of the Production Committee and Casting Committee as required;
 - 36.1.8 participate in all aspects of rehearsal, including warm ups, special exercises, temporary substitutions and any other matter that assists rehearsal and the production;
 - 36.1.9 assist with the set construction and removal/striking of the set as required;
 - 36.1.10 punctually attend photographic sessions;
 - 36.1.11 assist with publicity distribution;
 - 36.1.12 assist in theatre cleaning after each performance;
 - 36.1.13 meet all responsibilities relating to costume, make-up and props that are required by the Executive Committee;
 - 36.1.14 refer to Guidelines for Cast members for further details. See Appendix 30.
- 36.2 A person may not accept a role in the cast of a production, or continue in a role, if he is unable to attend any rehearsal due to other commitments. This rule does not apply where absence is through illness or a situation beyond the person's control where Clause 36.1.5 has been satisfied, or through not being required by the rehearsal schedule.

37. CHANGE IN CAST

At any time, whether prior to or during preparation for a production, the Executive Committee may delete or change any of the persons selected or any members of the Production Committee if it is decided that the viability of the production is, or may be, compromised by their continuation in the role or function.

38. SALE OF TICKETS FOR PRODUCTIONS

The Executive Committee will determine, as necessary, the system to be employed for the sale of tickets.