

# THE WILMSLOW GREEN ROOM SOCIETY RULES

Adopted at a General Meeting on 11 July 2013

Amended at a General Meeting on 28 January 2020

## 1. CONSTITUTION

These Rules are made under powers contained in a Charitable Incorporated Organisation Constitution (“the Constitution”) adopted by the Society at a general meeting dated Thursday 11<sup>th</sup> July 2013 and any subsequent variation of the Constitution. In these Rules “the Society” has the same meaning as “the CIO” in the Constitution. In the event of a conflict between these Rules and the Constitution, the Constitution shall prevail.

## 2. MEMBERSHIP

- (a) The membership shall comprise:
  - (i) Full members (individuals 21 or over on the first day of the Society’s year which runs from 1<sup>st</sup> August to the following 31<sup>st</sup> July);
  - (ii) Student members (individuals 15 or over but under 21 on that day);
  - (iii) Junior members (individuals under 15);
  - (iv) Social members (who shall not have a right to hold office, serve on any of the Society’s Committees, act in plays or work backstage during productions);
  - (v) Short term members (who may, at the discretion of the Executive Committee, be admitted to membership for a period of up to three months);
  - (vi) President and Vice-Presidents.
- (b) Student members under 18, Junior members, Social members and Short term members have no voting rights.

## 3. APPLICATIONS FOR MEMBERSHIP

- (a) Applications shall be made to the Honorary Registrar on the form prescribed
- (b) Applications shall be considered by the Executive Committee at its next meeting (unless the application is received by the Registrar less than 7 days before that meeting, in which case the application will be considered at the following meeting)
- (c) The applicant shall be informed of the Committee’s decision in accordance with clause 9(b) of the Constitution.

## 4. SUBSCRIPTIONS

- (a) The annual subscriptions for Full members, Student members, Junior members and Social members shall be such sums as are fixed at the Society’s Annual General meeting in respect of the year then current. The notice convening such meeting shall specify the proposed subscriptions, which are due to be paid on 1<sup>st</sup> October in each year.
- (b) If a member is admitted to membership between 31<sup>st</sup> January and 31<sup>st</sup> July his/her subscription will cover his/her membership until 31<sup>st</sup> July in the next year. This concession will not be available to a person who has benefitted from it in the past.

- (c) The subscription payable by Short term members shall be fixed by the Executive Committee from time to time and will be payable upon his/her acceptance as a member. If a Short term member applies to join as a Full member on the expiration of his/her Short term membership, the subscription he/she will have paid will be deducted from the Full membership subscription
- (d) The President and Vice-Presidents of the Society are not required to pay any subscriptions
- (e) The Executive Committee may, in its absolute discretion, waive payment of the subscription of a member who, in the opinion of the Committee, may by reason of disability, hardship or otherwise find payment to be unduly burdensome.

## **5. TERMINATION OF MEMBERSHIP**

Any member wishing to resign must notify the Registrar in writing before 1<sup>st</sup> September, failing which he/she shall remain liable for the then current year's subscription

## **6. ANNUAL GENERAL MEETING**

The Annual General Meeting shall be held in the month of September or October in each year for the following purposes:

- (a) From the Full members to elect each of the following officers:
  - (i) President
  - (ii) Chairman
  - (iii) Vice-Chairman
  - (iv) Honorary Secretary
  - (v) Honorary Treasurer
  - (vi) Artistic Director
  - (vii) Theatre Director
  - (viii) Registrar;
 and those elected shall be the charity trustees.
- (b) To elect Vice Presidents and the Honorary Solicitor;
- (c) To receive reports on the previous season's activities;
- (d) The presentation of the accounts of the Society for the year ending on the immediately preceding 31<sup>st</sup> July;
- (e) To propose nominees for appointment to Sub-Committees pursuant to Rule 9;
- (f) To transact any other business requiring the vote of members assembled in general meeting.

## **7. NOMINATION AND ELECTION OF OFFICERS**

Nominations for office (or in connection with appointments to be made under Rule 9) shall only be made with the nominee's consent and shall be proposed and seconded by two members. Such nominations shall be delivered by hand, post or sent by e-mail to the Honorary Secretary not later than ten days before the date fixed for the Annual General Meeting. A member seconding any nomination may authorise the proposer to sign or despatch the nomination on his/her behalf. The nominations shall be advertised on the Society's website and displayed at the Society's premises not later than five days before the Annual General Meeting. In the event of nominations exceeding the number of vacancies, election shall be by ballot (by the Executive Committee in the case of appointments under Rule 9)

## **8. THE EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the charity trustees named in Rule 6(a) together with the Chairman of the Publicity Committee and the Chairman of the Social Committee. The Executive Committee shall have the power to co-opt and to appoint any person or persons to attend such meetings of the Society's committees as the Executive Committee shall think fit. Any person so co-opted or appointed shall retire at the following Annual General Meeting, if not removed earlier by the Executive Committee. The control and management of the Society shall be vested in the Executive Committee, which shall meet at least once every six weeks during the period from 1<sup>st</sup> September in each year until the following 31<sup>st</sup> July

## **9. SUB-COMMITTEES**

- (a) At its first meeting following the Annual General Meeting of the Society the Executive Committee shall (so far as possible from nominations received) appoint:
  - (i) A Play and Stage Committee
  - (ii) A Theatre Management Committee
  - (iii) A Publicity Committee
  - (iv) A Social Committee
- (b) The Play and Stage Committee shall:
  - (i) consist of seven members including the Artistic Director;
  - (ii) recommend to the Executive Committee the plays to be produced by the Society;
  - (iii) select the Cast for each production;
  - (iv) select the Director and all technical personnel for each production.
- (c) The Artistic Director shall act as Chairman, and be responsible for the operation of the Play and Stage Committee and shall report to the Executive Committee thereon.
- (d) The Theatre Management Committee shall be responsible for:
  - (i) the maintenance, repair and development of the Society's premises;
  - (ii) the operation of the bar, and in particular this Committee shall ensure that all legal requirements pertaining to the purchase, storage and supply of intoxicating liquor are complied with.
- (e) The Theatre Director shall act as Chairman, and be responsible for the operation, of the Theatre Management Committee and shall report to the Executive Committee thereon.
- (f) The Publicity and Social Committees shall, at their first meeting following the Annual General Meeting of the Society, each from their members appoint a Chairman, who will thereupon become a member of the Executive Committee. Each such Chairman shall be responsible for the operation of their Committee and shall report to the Executive Committee thereon.
- (g) Each of the Sub-Committees referred to in Rule 9(a) (ii) (iii) and (iv) shall consist of not less than three Full members
- (h) The quorum for a sub-Committee meeting shall be three members.

## **10. CHAIRMAN**

The Chairman and the Honorary Secretary shall be entitled to attend and vote at all Sub-Committee meetings. The Theatre Director shall be entitled to attend meetings of the Publicity and Social Committees. The chairman of any meeting shall have a second or casting vote in the event of an equality of votes.

## **11. REMOVAL OF OFFICERS**

The Executive Committee, by majority of not less than two thirds of the members present and voting, may remove any Officer or member of a Sub- Committee

## **12. BANKING AND ACCOUNTS**

- (a) All monies received by the Society shall be paid into banking accounts in the name of the Society. Cheques drawn on behalf of the Society in excess of such sum as shall be specified by the Executive Committee from time to time shall be signed by the Honorary Treasurer and one other Officer of the Society
- (b) The Honorary Treasurer shall prepare balance sheet and expenditure and income accounts annually up to 31<sup>st</sup> July and such accounts, reported on by an independent examiner in accordance with statutory requirements, shall be presented to members at the Annual General Meeting.

## **13. ALTERATION TO RULES**

These Rules can only be altered at a General Meeting. A resolution for alteration(s) shall require a majority of not less than three quarters of the members of the Society present and voting.