



VALE MUSICAL SOCIETY CONSTITUTION

2nd July 2025

1 NAME

The society shall be called 'Vale Musical Society'.

2 OBJECTIVES

To cultivate theatre the musical arts and to promote the production of these arts in the local area.

3 MEMBERSHIP

All members shall be entitled to attend and vote at all General Meetings, attend all rehearsals and all social events. All members shall be entitled to participate in all singing rehearsals at the discretion of the Musical Director.

There shall be three classes of membership as follows:-

- (a) FULL ADULT MEMBERSHIP – They shall be eligible to take part in the public performances of all works presented by the society. They must pay an annual subscription (*see Section 11*)
- (b) JUNIOR MEMBERS – They shall be under sixteen years of age or a bona fide full-time student. They shall be entitled to all the privileges permitted to full members. They must pay an annual subscription (*see Section 11*)
- (c) LIFE MEMBERS – Life membership shall be granted by the Committee to any person whom the society wishes to honour. They shall be entitled to the same rights as full members and receive one complimentary ticket for each show. They are not required to pay an annual subscription.

4 SUPPORTERS

This category relates to the "Friends of the Society" who wish to enjoy the benefits of the society but not wishing to take part in any public performance presented by the society, for example, people who follow the society on our Facebook page and may get involved with our social events. No subscriptions are associated with this category.

5 MEMBERSHIP APPLICATIONS

Applications for membership shall be forwarded to the Membership Secretary for submission to the Committee. Anyone wishing to become a full or junior member must complete an official membership application form providing full contact details and permission to handle their data in line with GDPR standards. Those wishing to become members should also be actively encouraged to set-up a Standing Order with their bank for the payment of membership fees.

The Committee shall have the power to refuse membership to any person and shall have the power to expel any member whose conduct is, in its opinion, detrimental to the interests of the Society in relation to the Society's Diversity & Inclusion and Anti-bullying policies.

Where membership is declined or a member is considered for expulsion, verbal feedback must be given to the person in question outlining the grounds for that decision by a nominated committee member. Any member who is expelled will have that decision confirmed in writing by the Chairperson and shall have the right to appeal against that decision to a General Meeting of the society.

6 OFFICERS

The officers of the society shall consist of the following: Chairperson, Secretary, Treasurer, Safeguarding & Child Protection Officers.

They shall be elected at the Annual General Meeting and serve for a term of one year. Whilst it is desirable that, wherever possible, officers should be full members of the society, where those officers are providing the society with the benefit of their professional services (i.e. financial and accounting expertise or child protection experience), full membership is not essential.

7 COMMITTEE

This shall consist of the Officers, a Membership Secretary, Social Secretary, Technology Librarian and Publicity Manager, plus up to five other 'without portfolio' members. They will all be elected at the Annual General Meeting. The committee can co-opt members as required for certain tasks, if the committee does not have the skillset or time to undertake a specific task or if a member resigns during the year.

The Committee shall be responsible for the administration of activities of the society and shall, at their discretion, deal with any matters arising in connection with the society and not provided in these rules.

All members of the Committee are expected to give support in all areas as required, particularly in the organising and running of social events and any publicity surrounding our productions.

A quorum shall consist of not less than six members of which at least three shall be officers. The Chairperson shall have a casting vote.

8 PRESIDENT, DIRECTOR, MUSICAL DIRECTOR AND HONORARY PATRON

These four positions shall be filled by invitation of the Committee and are to be reviewed at the AGM each year

9 PRODUCTION TEAM

For all staged productions i.e. not including virtual play-readings, a Production team (or Show Team) needs to be put in place to ensure that the logistics of the production are managed effectively and within budget. All Production teams will need to include the Director, the Musical Director, a Producer/Co-ordinator and Executive Producer (if required). Subject to the specific needs of a production, further expertise will need to be invited to join the Production team and that could include Choreographer, Production Designer, Lighting Manager, Sound Manager, Stage Manager, Costume Designer, the Safeguarding and / or Child Protection Officer, Treasurer and the Publicity Manager.

The Director & Musical Director once appointed by the Committee, will decide on the Producer (and Executive Producer if required) and in collaboration with the Producer, the three will appoint the production team.

10 AUDITIONS

Official auditions for principal parts shall be conducted by a panel consisting of either three or five people. A panel of three shall consist of the Director, the Musical Director and one other person who must NOT be a member of the society. A panel of five shall consist of the panel of three as above, and two other people, one of which could be the Choreographer or the Assistant Director, for instance. Principal parts should be filled, wherever possible, by members of the society, but only if an outside person auditioning is not more suitable for the part. The society should always encourage new people to join and has benefited from outstanding performances by people who were non-members at the time of auditioning.

Parts unfilled at the audition may be filled at the invitation of the Musical Director and/or the Director only. Refer to Inclusivity Policy for further information on approach to casting.

Anyone cast in a production who is not an adult or junior member of the society can either elect to apply for membership or alternatively must ensure prompt payment of an appropriate “show fee” in line with our insurance commitments. This applies to all members who perform on stage including pit singers on stage with the band, who form part of the ensemble.

11 SUBSCRIPTIONS

Annual subscription shall be due on 1st June of each year or at the time of a membership application in the case of new members. Subscription shall be decided at each Annual General Meeting and shall be made known to all members prior to the due date.

Current fees are : Adult members shall pay £60 and junior members shall pay £30 per annum, ideally via monthly Standing Order. Show fees are £60 adults, £30 under 16's for a large production (eg; At Tring Theatre) and £30 adults, £15 under 16's for a smaller production (eg: at village hall)

12 ACCOUNTS

The funds of the society shall be kept in such banks and in such accounts as the Committee shall direct. Accounts shall be inspected by an Independent Examiner appointed at the Annual General Meeting who shall NOT be a member of the society.

The financial year of the society shall be from 1st August to the 31st July. A statement of accounts shall be presented at the Annual General Meeting.

13 GENERAL MEETINGS

- (a) The Committee shall call an Annual General Meeting of the society to be held on or before 31st August each year,
- (b) The business of an annual general meeting shall be:-
 - (1) To receive the Chairperson's Report
 - (2) To receive the Treasurer's Report
 - (3) To receive the Membership Secretary's Report
 - (4) To receive the Social Secretary's Report
 - (5) To elect the Officers and Members of the Committee
 - (6) To review and appoint the roles of President, Patron, Director and Musical Director
 - (7) To appoint an Independent Examiner
 - (8) To conduct other business of which due notice has been given

- (c) Any proposition which is required to be put on the agenda of an Annual General Meeting shall be submitted to the Secretary in writing ten days prior to the date of the meeting.
- (d) An Extraordinary General Meeting may be convened at any time by the Committee or by at least fifteen full members of the society who must give notice in writing to the Secretary of the reason for calling such a meeting. The Secretary must call a meeting within twenty one days of receiving written notice.
- (e) Anything normally done at an Annual General Meeting can also be done at an Extraordinary General Meeting (either in person or via teleconferencing) provided the membership are advised with seven days' notice
- (f) Seven days' notice shall be given of all General Meetings by the Secretary.
- (g) At all general meetings of the society, simple voting majorities shall apply, and the chairperson shall have a casting vote when the vote is tied.

14 RULES

The Rules of the Society (the Constitution) shall be available to all members. These rules may only be amended by the members at Annual or Extraordinary General Meetings. Exceptional changes can be approved by a majority committee vote **once** during the term and such changes will then be reviewed at the AGM by members of the Society.

15 DISSOLUTION

The society shall only be dissolved by resolution passed by a majority of at least five-sixths of the members present and voting at an Extraordinary General Meeting called for that purpose of consideration of such dissolution. In the event of dissolution, any balance of cash remaining in hand after the realisation of assets and payment of debts shall be allocated to such arts-related charities as the meeting shall decide.

Reviewed and approved on 16th August 2022 following approval of amends at AGM

Reviewed and approved 2nd June 2025 following updates agreed by Committee with further amendments on fees agreed by Committee on 1st July 2025

Approved at AGM on 19th August 2025