

Stewartby Amateur Operatic and Dramatic Society



CONSTITUTION, RULES

and

MEMBERSHIP APPLICATION

Please complete the membership application form on the back page and return it to the Society Secretary or Treasurer with your annual subscription.

The annual subscription charge for our following membership categories are shown on our website at www.saods.org.uk

singing or acting members (over 25 on 01st June)

singing or acting members (under 25 on 01st June)

associate membership

There are also modest show fees for those members taking part in some of our shows, to cover expenses such as costumes and makeup.



Membership Application Form

Please insert your details below and return this form to the Society Secretary or Treasurer

Name: Mr / Mrs / Miss _____

Address: _____

Postcode: _____

Telephone Number: _____

E-Mail Address: _____

Date of Birth (If under 25 years old): _____

Emergency Contact: Name: _____ Phone: _____

Membership: singing or acting / associate

Voice: soprano / alto / tenor / bass

By becoming a Member you agree to abide by the Constitution

Note: Members over 80 years old are not covered by our insurance policy for personal accident

General Data Protection Regulations (GDPR)

Your data as submitted on this form will be held in a secure membership database. Your data will be used by the society committee to enable them to carry out their management function, which includes ensuring members are in the appropriate membership category, and membership subscriptions are paid. Your contact details are used to keep you informed of the society's activities and notices. These data are not passed to 3rd parties for advertising or promotional reasons. Please give your consent to this use of your data by ticking the consent box (If you are under 13 years of age this consent must be given by your parent/guardian) ☐

Please give your consent to your photo and name being used on the website ☐

Please note that you have the following rights –

- To know what personal data is held by the society about yourself
- To have your personal data deleted (this is only possible if you also cease your membership)
- To exercise your right to be forgotten where all references to you on our database and website are removed

If you wish to exercise any of these rights, contact the Secretary in writing by email to information@saods.org.uk

Signed: _____ Date: _____



17. An Extraordinary General Meeting of members may be convened at any time on request by a minimum of 12 members, in writing, to the Secretary. At least 14 days clear notice of the date, time and venue of the EGM shall be given in writing to the President, Vice-Presidents, patrons and members. An EGM will be held within a reasonable time of the formal request from the membership.

18. These rules may be amended only by two-thirds majority of members present and voting at an Annual General or Extraordinary General Meeting called for the purpose of considering amendments to the rules.

19. Property owned by the Society: One member of the Committee shall have the responsibility of maintaining an asset register of key assets owned by the Society. The level of details for assets to be included shall be agreed by the Committee.

No asset which is included in this register shall be disposed of without prior approval of the Committee.

20. Winding up of the Society: If in the opinion of the Committee the Society is no longer viable and should be wound up, then an Extraordinary General Meeting shall be held and, if two-thirds of the Members present and entitled to vote pass the motion for the winding up of the Society, the Committee shall proceed to realise the property of the Society and, after all liabilities are discharged, any funds remaining shall be donated to such other amateur operatic societies or charities as the members of the Society deem suitable.

If the Society is wound up the members of the Society have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

Stewartby Amateur Operatic and Dramatic Society

CONSTITUTION and RULES

May 2025

1. The society shall be known as STEWARTBY AMATEUR OPERATIC AND DRAMATIC SOCIETY (hereafter referred to as "the Society").

2. The objects of the Society shall be to perform a musical or non-musical production at reasonable intervals of time, and to distribute a proportion of any profit which may be realised from the productions to such charities and in such amounts as the Society's committee (hereafter referred to as "the Committee") may decide.

3. The Honorary President's and Vice-Presidents' appointments shall be confirmed by a vote of the members of the Society (hereafter referred to as "the Members") at the Annual General Meeting.

4. The offices of the Society shall be Chairman, Secretary and Treasurer.

5. The officers, together with a minimum of two and up to nine elected members of the Society, shall constitute the Committee for managing the affairs of the Society. The roles of Deputy-Chairman, Publicity Manager, Business Manager and Social Secretary may be taken by members of the committee on a temporary and as-necessary basis. The Committee may appoint sub-committees which shall have the power to act in the best interests of the Society.

The Committee may appoint members to fill vacancies amongst officers or the Committee which occur between Annual General Meetings.

The Committee shall have the power to co-opt other members as necessary.

Whenever a member of the Committee has a personal interest in a matter to be discussed at a meeting he or she must:

(1) declare an interest before any discussion begins on the matter, (2) withdraw from that part of the meeting unless expressly invited to remain in order to provide information, (3) not be counted in the quorum for that part

of the meeting and (4) withdraw during the vote and have no vote on the matter.

6. The Committee shall have the powers to confer honorary life membership of the Society.

7. The Committee shall meet at least six times a year and a quorum shall consist of four members of the Committee.

8. Applications to join or re-join the Society shall be made to the Secretary, and shall be decided by the Committee. All such applications shall be judged on merit by the Committee, without discrimination of any kind, if the applicants desire to participate as singing members.

The conduct of any member of the Society considered to have brought the name of the Society into disrepute will be discussed in the first instance by the Committee with or without the initial knowledge, consent, presence or participation of the member. The Committee will decide upon appropriate procedures thereafter including discussions with the member in question and shall have the power to cancel that membership without refund of the subscription fee.

9. The Society shall have a Safeguarding Policy.

All members and volunteers assisting the Society shall abide by this Constitution and the Safeguarding Policy.

10. The Director and Musical Director for each show shall be appointed by the Committee including proper considerations for safeguarding and without bias of any kind, and will be honorary members of the Society for the duration of their appointment and will be invited to committee meetings when required.

11. A casting committee consisting of the musical director, director, two members of the Committee plus one invited guest shall have the power to select all the principals and chorus necessary for the year's production and their decision shall be final. The Committee members and invited guest shall be agreed by the Committee.

12. Anyone wishing to participate in auditions must have attended prior rehearsals, the number of which will be decided by the committee for each show. The Committee may at its discretion charge an audition fee for people auditioning who are not members of the Society.

All members who go beyond the auditions to rehearsals and the show performances must be Singing or Acting Members, and an Associate

Member must pay the extra subscription to become a Singing or Acting Member.

The Committee will decide if a show fee shall be necessary

13. The Annual General Meeting of the Society shall take place not later than May each year at which the following business will be transacted:

(1) to confirm the appointment of President and Vice-Presidents, (2) to elect officers and committee members, (3) to receive the annual report and audited accounts, (4) to receive the Committee's recommendation as to which musical or non-musical production shall be performed and to decide accordingly and (5) to transact any other business which the Chairman and Members present decide.

Only paid up members of the Society, including Associate Members, and who are over the age of 16 shall be entitled to vote.

A simple majority of the members present and voting shall decide any question proposed and seconded at the Annual General Meeting. The chairman of the meeting shall have the casting vote.

14. At least 14 days clear notice of date, time and venue of the Annual General Meeting shall be given in writing to the President, Vice-Presidents, patrons and members.

15. The accounts of the Society shall be made up to the end of March each year and after being audited shall be presented for acceptance by the members at the Annual General Meeting.

16. All members shall pay an annual subscription due after the Annual General Meeting, of such sum as determined by the Annual General Meeting for the membership year which runs from 01st June to 31st May the following year. Payment of the annual subscription will confer membership of the Society, will provide the member with insurance cover whilst representing the Society and will contribute to the costs and expenses of the Society's productions. The subscription must be paid not later than 1st July each year.