



KINGS LANGLEY MUSICAL THEATRE COMPANY

1. TITLE

The Society shall be called the KINGS LANGLEY MUSICAL THEATRE COMPANY (KLMTTC).

2. OBJECTIVES

The objectives of the Company are:

- a) to provide the opportunity for members to learn, practise and perform musical shows.
- b) to further community and public appreciation of musical shows.
- c) to assist and further such charitable purposes as the Committee may determine.

3. MANAGEMENT COMMITTEE

The Society shall be managed by a Committee comprising Chairman, Vice Chairman, Secretary and Treasurer. Other Committee posts include Membership Secretary, Operations Manager, Production Manager, Publicity and Social Media Secretary and Social Secretary.

At each AGM all Committee members shall retire but shall be eligible for re-election.

The Committee shall have the power to

- . co-opt up to three further persons onto the Committee. These appointments shall lapse at the next AGM.
- . appoint Sub-Committees and to delegate any of its powers, other than financial authority.

The Committee may make nominations for the positions of President and Vice-President(s) of the Society. Once elected they remain in office until they either resign, or, at a General Meeting, two thirds of those eligible to carry the resolution vote that they should stand down. The President and Vice President(s) are Officers of the Society and are ex-officio members of the Committee.

The Committee shall meet within 21 days of the AGM and thereafter as often as is necessary. A Quorum for a Committee Meeting shall be two Officers and three other Committee members. In the absence of a Quorum, the meeting shall be adjourned and no other business, other than decide the date of the next meeting, may be conducted. Resolutions shall be passed by a simple majority. In the case of equal votes, the Chairman shall have the casting vote.

4. MEMBERSHIP:

Application for FULL, JUNIOR (aged under 18) and ASSOCIATE Membership shall be made by completing the Application form and addressing it to the Secretary.

Applicants for FULL and JUNIOR membership may be required to participate in a group rehearsal which will involve singing, simple movement, and reading a short passage of script. Acceptance is at the discretion of at least four Committee Members.

FULL and JUNIOR members are eligible to audition for any Principal role in a particular production. These auditions shall take place in front of a nominated panel and their decision shall be final. They may attend all social events, receive a regular Newsletter and vote at AGMs.

ASSOCIATE members may attend all rehearsals and social events, receive regular Newsletters and vote at AGM's and be entitled to a free programme when they attend a show.

GUEST members shall be invited to perform in a particular show when either a part cannot be cast from within the Company or when additional chorus or dancing members are required. This is a temporary form of membership.

LIFE members shall be elected at the discretion of the Management Committee in recognition of exceptional service with the Society. They will enjoy all the privileges of FULL members.

PRESIDENT and VICE PRESIDENT(S) shall be elected at the discretion of the Management Committee. They will enjoy all the privileges of FULL members and may be invited to represent the Society in a formal capacity.

The Committee may seek to make changes to the forms of membership and their conditions only at an AGM.

SUBSCRIPTIONS shall be paid by FULL, JUNIOR and ASSOCIATE Members. These can be paid annually or by prior arrangement with the Treasurer can be spread over the rehearsal period. ALL members taking part in a show will be required to pay an additional 'SHOW FEE'. The amount will be recommended by the Management Committee. All subscriptions must be paid in full by the first night of the Performance. The Management Committee shall have the discretion to suspend a member whose subscriptions are not paid as required.

5. MEETINGS :

ANNUAL GENERAL MEETING (AGM)

An AGM shall be held annually as soon as possible after the end of the Company year. Fourteen days' notice will be given of an AGM. This will be accompanied by an Agenda and a duly audited Statement of Accounts and Balance Sheet for the past year. The agenda shall always contain to following items :

- Apologies for absence
- Accept Minutes of the last AGM
- To receive the Chairman's Report
- To adopt the audited Accounts
- To elect the Officers and Members of the Committee
- On occasion, to elect President, Vice President(s) or Life Members
- To appoint an Auditor or Independent Examiner
- Any other business

Ballots for the election of Officers or Committee Members shall be secret. Other resolutions shall be determined by a majority through a show of hands, unless other conditions apply. In the event of a tie, the Chairman shall have the casting vote.

A Quorum for an AGM shall be more than 50% of the membership eligible to vote. In the absence of a Quorum, the meeting shall be adjourned and no other business, other than deciding the date of the next meeting, may be conducted.

EXTRAORDINARY GENERAL MEETING (EGM)

An EGM Meeting may be convened by the Committee at any time. Such a meeting shall also be convened on a request being received by the Secretary, signed by 12 members and stating the business to be resolved. The Secretary shall give fourteen days' notice to all members that an EGM is convened and advising the agenda. No other items may be resolved at the meeting.

Any resolutions shall be determined by a majority through a show of hands, unless other conditions apply. In the event of a tie, the Chairman shall have the casting vote.

A Quorum for an EGM of the Society shall be more than 50% of the membership eligible to vote. In the absence of a Quorum, the meeting shall be adjourned and no other business, other than deciding the date of the next meeting, may be conducted.

RESOLUTIONS AT GENERAL MEETINGS

Except where stated otherwise in these rules, all resolutions duly proposed and seconded, shall be put to the meeting and decided by a simple majority of those present who are entitled to vote.

6. FINANCE

- a) The Company year shall commence on 1st May and terminate on the following 30th April.
- b) The financial transactions of the company shall be recorded in a proper set of books kept by the Treasurer. These records shall be open for inspections by the members.
- c) The Treasurer shall prepare and have audited a Statement of Accounts and Balance Sheet for the Company year. These statements shall be presented to the AGM.
- d) The bank account shall be maintained in the name of the Company and shall be operated upon by the Treasurer and one or two other members of the Committee.
- e) Any surplus monies properly accrued from time to time shall be used in furthering the objectives of the Company as may be decided by the Committee.
- f) No payment of any nature shall be made to any member of the Company other than for goods purchased or services provided to the Company under authority given by the Committee.

7. PRODUCTIONS

- a) The Committee shall appoint a Director/Choreographer and a Musical Director for work to be performed.
 - b) The Committee, in consultation with the appointed Director and Musical Director (when appropriate), shall select the works to be performed by the Company and shall take all reasonable steps to ensure the choice fulfils the objectives of the Company.
 - c) The selection of the cast for any production shall be made by a Casting Sub-Committee consisting of the Director, Musical Director and one other person, nominated by the Committee, one of whom will act as the Chairman.
 - d) If the Casting Sub-Committee is unable to cast apart from within the Company Membership, they can recommend to the Committee names of people to be approached to play the part and to join the cast as Guest Members.
 - e) All Members are expected to attend all rehearsal to which they are called. The Committee shall have the power to exclude from taking part in a performance any member of the cast :
 - whose attendance is not considered satisfactory.
 - whose level of performance ability is not considered satisfactory.
 - f) The Director, in conjunction with the Committee, shall appoint a full Technical Team and Stage Manager as required.
 - g) A Committee member shall be responsible for securing all appropriate Performing Rights for each show.

8. RULES OF THE SOCIETY

The Rules of the Company shall be amended or altered only by resolution at an AGM. Details of the proposed change shall be passed to the Secretary in writing and duly seconded.

9. DISSOLUTION OF THE COMPANY

The Company shall be dissolved and wound up only at an EGM called for this specific purpose. The resolution to accept the proposed dissolution must be carried by not less than two thirds of those voting. The remaining assets after all liabilities have been met shall be disposed of in such a manner as the Meeting shall decide.

Review

KLMTTC formally reviews this document once a year.

DATED 26/05/2025