



Registered Charity Number 1175844

RHYL LIBERTY PLAYERS

SOCIETY RULES

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Society Rules

The Society became a charity in Nov 2017, and therefore the Society Constitution has been incorporated into the Governing Document as required by the Charity Commission. These Rules include the changes made to comply with the Charity Commission and Rules that are specific to the achievement of the aims of the society.

1. Name

1.1 The name of the Society shall be the Rhyl Liberty Players.

1.2 Its object shall be the fostering, development and encouragement of the dramatic art, the production of plays on a regular basis for entertainment and benefit of the general public and the organisation of such functions as the board shall consider desirable.

2. Management

2.1 The management of the Society shall be vested in a Board of Trustees, consisting of between three and nine Trustees.

2.2 Three Trustees shall form a Quorum.

2.3 The Officers shall be the Chairman, Vice Chairman (Play Co-ordinator), Secretary and Treasurer.

2.4 In addition, the Society shall have a President and any number of Friends of the Liberty Players who shall not be Trustees.

2.5 The Trustees, Officers and President will normally be elected at the Annual General Meeting. Vacancies may be filled at properly convened Extraordinary General Meetings. In the interests of continuity, wherever possible, the four officers shall be elected for periods of two years and their election shall be staggered so that two change at alternate Annual General Meetings. The Chairman and Treasurer shall serve the one concurrent period and the Vice Chairman and Secretary the other.

2.6 No member will be precluded from serving for any number of periods of office.

2.7 The Chairman is allowed a casting vote only.

2.8 Any Trustee who, without apology, misses six consecutive Trustee Meetings without the permission of the other Trustees, may cease to be a Trustee. This is at the discretion of the Trustees.

2.9 The Trustees may co-opt an Ordinary Member or such person on to the Board for specific purposes as deemed necessary.

3. Membership

3.1 Membership is open to anyone who is interested in furthering the purposes of the Society. The Trustees shall judge all applications for membership of the Society. Application for membership shall be by way of an application form which is available from the Secretary, or any other trustee. The full rate of the annual subscription shall be payable when the application has been approved. For applications made after May 1st, half the full rate shall be payable. The amount payable shall be clearly marked on the form sent out to the applicant. All applicants must be aged sixteen or over. Applicants under eighteen years may only apply by attaching full written permission from either their parent(s) or guardian.

Any application refused by the Trustees shall be subject to appeal by the applicant.

Any sum of money owed by the member to the society not paid within 6 months of it falling due will cease to be a member.

The Trustees can remove any member if it is in the best interests of the society. Members have a right of appeal against any decision to remove them from the membership.

3.1.1 Temporary part-time non voting membership is available at the discretion of the Trustees, for which a nominal subscription payment shall be made.

3.1.2 Life membership is to be offered after 40 years service, with a gap of no more than 5 years, or at the discretion of the Trustees.

3.2 Upon election and payment of the annual subscription a member shall have the power to vote. Honorary Life Members, who are exempt from the payment of annual subscriptions, shall nevertheless also have the power to vote.

3.3 The level of subscriptions shall be determined by a simple majority of members voting at the AGM. Subscriptions shall be paid at the AGM or as soon as possible afterwards. No member of the Society shall receive payment directly or indirectly for services to the Society other than legitimate expenses. The Society does not pay any expenses members may incur during travelling to or from meetings, rehearsals or production nights.

3.4 The funds of the Society shall be applied solely to the stated objectives of the Society.

4. Meetings

4.1 Annual General Meeting (AGM)

4.1.1 The Annual General Meeting shall be held in October or November when the only business to be transacted shall be the confirmation of Minutes, Trustees Annual Report, election of Officers and President, the election of the Trustees and any other business proper to an Annual General Meeting.

4.1.2 A minimum of fourteen days notice in writing shall be sent to each Member prior to an AGM.

4.1.3 To quorate an AGM, 5% of the membership or 3 members must be present or have verbally or in writing sent their apologies.

4.1.4 An independent examination of the Accounts, duly completed and certified, shall be available for inspection at least fourteen days before the date of the AGM.

4.1.5 To amend the rules of the society, notice of proposed or new amendments must be put forward a minimum of two weeks before the date of the AGM for voting and discussion to take place in the subsequent General Meeting. A quorum of the membership must be present and a two thirds majority of members present must support the change for it to be accepted.

4.2 **Extraordinary General Meeting (EGM)**

4.2.1 An EGM may be called at any time of year. It may be called at the decision of the Chairman and the trustees. It may also be called if they receive a request to do so by 10% of the membership. The trustees must call a meeting within 28 days. The reason for calling an EGM must be clearly defined.

4.2.2 To quorate an EGM, 5% of the membership or 3 members must be present or have verbally or in writing sent their apologies.

4.2.3 A minimum of fourteen days notice in writing shall be sent to each Member prior to any EGM.

4.2.4 At any EGM, a sub-committee may be set up for any purpose which may seem desirable or expedient.

4.3 **Trustee Meetings (TMs)**

4.3.1 Not more than six weeks shall elapse between TMs, of which notice shall be given by the Secretary to each Member of the Board of Trustees.

4.3.2 Discussion and decisions at TMs are private and may be communicated only to members of the society, except with the specific permission of the Trustees.

5. **Play Selection and Production**

5.1 Trustees shall invite the membership to suggest a play for production or offer their services as a Director.

5.2 The Trustees will consider all applications and make decisions as appropriate.

5.3 The Secretary will then arrange for the holding of readings and/or auditions to which all members shall be invited and offered the opportunity to take part.

5.4 Any member attending the reading/audition should indicate to the director the part/s that they are interested in. Those wishing to borrow a copy of the play prior to the reading should ask one of the trustees for one. The fact that a member has applied to read any particular parts does not debar him or her from being considered by the Director for any other part. Those members not applying for parts, would of course, still be considered by the Director.

5.5 The Director will be solely responsible for casting the play after such audition and no member shall attempt to influence the Director's choice. The Director must report any such attempt to the trustees.

5.6 The Director shall at all times be in charge of the production up to the opening night.

5.7 During a performance, the Stage Manager shall be in complete charge of the production.

5.8 Members of the cast and crew are responsible for signing in and out on arrival and departure at the venue. All cast and crew are required to arrive half an hour before curtain up unless specific alternative arrangements are agreed with the Stage Manager.

5.9 The Director, in conjunction with the trustees if required, will organise the backstage team.

5.10 A production meeting will be arranged as soon as possible after the production is cast, to discuss set design, props, lighting, costumes, production costs, and any other requirements for the management of the production, preparation of programmes, posters and advertisements. These shall be handed to the appropriate officials.

5.11 The Director will arrange a detailed schedule of rehearsals. The trustees may monitor progress.

6. General

6.1 These rules may not be altered except at an Annual General Meeting or an Extraordinary General Meeting of which every member shall receive notice in writing, setting out full details of the proposed alterations.

6.2 It shall be a breach of these rules, and a matter for consideration by the trustees, for any member to partake unreasonably in alcoholic liquor prior to, or during the performance.

6.3 All expenditure, other than that as specified in 5.10 shall be approved by the trustees. Expenditure on 1 capital item over £500 shall be decided at a general meeting (AGM or EGM)

6.4 Each member will receive a copy of the Society Rules on joining the Liberty Players.

6.5 Should the Society cease its activities, the assets and property of the Society shall be realised and, after the satisfaction of all its debts and liabilities, such property shall be given or be transferred to a similar Society or Organisation having objects similar to the objects of the Society. The members present at the final meeting shall declare the Society closed and donate any balance of funds held after satisfying its debts and liabilities as aforementioned to a similar Society or Organisation or to a good cause or community activity of their choosing.