



Carver Theatre
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RULES OF THE CARVER THEATRE, MARPLE. - 2021

[Revision of Carver Theatre Rules 2020: approved by members' online and postal vote Jan/Feb 2021]

1. The Society shall be called "**The Carver Theatre**".

2. OBJECTS

The objects of the Society shall be to give performances of dramatic and musical stage works, to encourage the study of dramatic art, and to participate in local community activities.

Within the scope of these objects, groups may be formed for any purpose approved by the Executive Committee subject to such regulations as the Executive Committee may impose.

The whole income of the Society shall be applied solely in furtherance of the objects of the Society including any necessary expenditure of a capital nature. The assets of the Society shall be used or applied solely in furtherance of its objects and no part thereof shall be distributed directly or indirectly by way of dividend or otherwise to the Officers or Members of the Society. Upon a winding up of the Society, any surplus assets after satisfaction of all debts and liabilities, shall not be distributed amongst Officers and Members but shall be transferred to some other local institution or institutions having primary objects similar to the primary objects of the Society, to be determined by the Members of the Society.

3) MEMBERSHIP.

a) Categories of Membership:

i) Ordinary Members

ii) Student Members – people aged 18 years and over who are in full time education, shall be admitted at a reduced subscription. Student members shall have full voting rights. For Student members ceasing full time education, the full Ordinary membership subscription shall become payable by the next 31st July.

iii) Youth Members – people in School Years 11 -13 (or aged 16-17 if no longer in School) shall be admitted at a reduced subscription. Youth Members shall have full voting rights but are unable to stand as Officers or Department Coordinators. Youth Members reaching the age of 18 shall be invited to either:

- Apply to be a Student Member if they remain in Full Time Education, or
- Apply to become an Ordinary Member.

iv) Junior Members – people in School Years 3 to 10 (and age 7 to 16) shall be admitted at a reduced subscription. Junior members on entering School Year 11 will transfer to Youth membership. Junior members shall not be permitted to vote at General Meetings of members or to act as Officers or Department Coordinators.

- v) Life Members – such members shall enjoy the privileges and voting rights of Ordinary Members (this category of membership is now closed to new applications).
- vi) Supporter Members – such members shall enjoy the privileges and voting rights of Ordinary Members (this category of membership is now closed to new applications).
- b) The subscription rates for each class of membership shall be determined by the Executive Committee in March to take effect in the forthcoming season.
- c) The membership year shall be the same as the Society's Year from 1st July to 30th June.
- d) A renewal notice will be sent to members at least 21 days prior to the 30th June which will include any changes to membership subscriptions for the forthcoming year.
- e) Subscriptions are due to be paid by the 31st July. Juniors subscriptions are due to be paid by 31st October.
- f) If the subscription is not paid by the 31st August (30th November for Juniors) of that year, all rights of membership will be forfeited.
- g) A member may be asked at the discretion of the Executive Committee to resign his or her membership of the Society.
- h) Members wishing to use the name of the Society must first obtain the consent of the Executive Committee.
- i) An application for membership of the Society may either be submitted in writing (using the approved form managed by the Registrar) or by using the online application form hosted on the Society's main website under the section Becoming A Member.

An application from a prospective member shall be reviewed by the Executive Committee and considered for suitability within 7 days of receipt.

If a simple majority of the Executive Committee deem the applicant suitable (in consideration of the applicant's acceptance of the membership criteria), their name and intent they have declared for their membership shall be shared with the members, who shall have 7 days from issue during which to object, stating their reasons. The Executive Committee shall have the final decision on membership applications.

In summary, within 14 days of receipt, the applicant shall become a member if their application is approved by the Executive Committee and they have paid the appropriate membership subscription.

- j) Members' contact details shall be maintained up to date by the Registrar and verified with the member once per year. In accordance with the provisions of GDPR members' details must only be used for Carver Theatre business and members be allowed to unsubscribe to our marketing and communications at any time.
- k) If the total number of Ordinary Members and members with the privileges of Ordinary Members shall fall below thirty, the matter must be reported by the Registrar to the Executive Committee, who shall convene an Extraordinary General Meeting of the Society to consider winding up the Society.
- l) The Society shall indemnify members in respect of their acts and omissions undertaken when seeking to further the aims and objects of the Society.
- m) Expenses:
 - i. No member may commit the society to any expenditure without the agreement of the Treasurer and normally ratified by the Executive Committee.
 - ii. All expenses must be paid for by the member and reclaimed from the Treasurer by submitting receipts, preferably with the supplier's VAT number and Carver's name on. All receipts must be itemised on a Carver Expense Claim Form (available from the website or Treasurer's pigeon hole). Receipts created by the claimant will not normally be accepted. Lost receipts will not normally be reimbursed.

- iii. For large amounts, where the member is unable to fund the few days it takes to get reimbursed, suppliers can be approached for a pro-forma invoice which must be sent to the Treasurer for payment.
- iv. The Director of every Carver production is given a budget to spend on staging, costumes and props, subject to the agreement of the technical meeting of the production creative team. They must reclaim these expenses in accordance with Part 3m)ii/iii above. Expenditure over and above the budgeted amount needs to be agreed in accordance with Part 3m)i above.
- v. Legitimate expense claims are normally paid within a few days, directly to the claimant's bank account.

4. HONORARY OFFICERS

Honorary Officers (such as President or Vice President) shall be appointed at the Annual General Meeting based on the recommendation of the Executive Committee.

5. OFFICERS:

The Officers of the Society shall be elected at the Annual General Meeting and shall consist of:

- a) Chair.
- b) Treasurer.
- c) General Secretary.
- d) Registrar.

The responsibilities of each of the Officers of the Society shall be as follows:

- a) **Hon. President** – Hosts dignitaries, provides advice and support to members.
- b) **Chair** – Chairs the AGM, chairs the executive committee meetings, and liaising with Departmental Coordinators to ensure the smooth running of the theatre.
- c) **Treasurer** – responsible all accounts, debtors & creditors, all banking, all other matters financial, all licensing & insurances and financial reporting.
- d) **General Secretary** – responsible for the minutes of Exec and AGM meeting minutes, all official correspondence.
- e) **Registrar** – responsible for membership records, subscription collection, membership support, newsletter, subscription pricing (with Treasurer).

All Officers and the President shall be members of the Executive Committee. The Chair shall also be an ex-officio member of all departments.

A majority of the Officers shall be empowered (after consultation with the relevant Department Coordinator) to take urgent decisions affecting the day-to-day running of the Society, without seeking authority from the Executive Committee, provided that these decisions are subsequently reported to the next meeting of the Executive Committee.

6. EXECUTIVE COMMITTEE:

The Executive Committee shall consist of the President, Officers and six Department Coordinators, to be elected at the Annual General Meeting, all of whom shall continue in office until the next Annual General Meeting.

The Executive Committee shall meet at least five times per annum, unless otherwise agreed, and at such meetings each Department Coordinator, or their appointed representative, shall be required to produce a written report of the meetings and activities of that Department over the previous period. The appointed representative shall be entitled to exercise the vote of the respective Department Coordinator.

For these meetings a quorum shall consist of at least six persons. Each person within the Executive Committee shall have one vote and all ballots shall be decided by simple majority. In the event of a tie the Chair shall have the casting vote.

Members of the Executive Committee shall disclose any personal involvement/benefit arising from any contract entered into by the Theatre.

The Society shall indemnify officers and members of the Executive Committee in respect of their acts and omissions undertaken when seeking to further the aims and objects of the Society.

Any changes in pricing will be agreed by the Executive Committee before they take effect.

The Executive Committee will authorise all capital expenditure for which normally three quotes should be obtained.

7. DEPARTMENTS OF THE SOCIETY:

The following six Department Coordinators shall be elected by the Annual General Meeting and shall continue in office until the next Annual General Meeting:

- a) Production
- b) Stage
- c) Facilities
- d) Front of House (FoH) Services
- e) Publicity
- f) Youth, Juniors & Pantomime

The responsibilities of each of the Departments of the Society shall be as follows:

- a) **Production** – responsible for the selection of plays (with Stage), appointment of directors, casting, organising adjudications, show licences (with Treasurer), make-up, properties, costumes, rehearsed play readings and pre-show costing & technical meetings.
- b) **Stage** – responsible for approval of play selection, set construction, selecting stage managers, set design, control room, health & safety stage¹, lighting design & provision, sound design & provision, lighting & sound operators selection, specification of any new stage equipment.
- c) **Facilities** – responsibilities include: property maintenance, utilities, wifi & network, heating system, fire alarm, emergency lighting and electrical systems tests, all non-stage technical, web site development, maintenance and access, health & safety non-stage², fire extinguisher maintenance contract, theatre cleaning contract (schedule & monitoring), and waste disposal (bins & feminine hygiene contract).
- d) **Front of House (FoH) Services** – responsible for bar management³, all rotas, programmes, teas, raffles, ice creams, FoH stewards, social events and activities

¹ Everything on stage, from stage front to Green Room door off stage plus Control Room (& access), all stage lighting and speakers in auditorium.

² Everything else not related to stage.

³ Bar manager must be a Personal Licence Holder (PLH) and one person in this department must be a Designated Premises Supervisor (DPS) who must by law also be a PLH. Any person working behind the bar must be aged 18 or over.

- e) **Publicity** – responsible for programmes, commissioning of posters & banners, all ticketing, all advertising, programme advert invoicing, ticket & programme advert pricing (with Treasurer).
- f) **Youth, Juniors & Pantomime** – Youth and Juniors membership registration and subscription collection, workshops, child protection, Youth and Juniors subscription pricing (with Treasurer), selecting Youth and Juniors shows and pantomime scripts, Youth and Juniors show and pantomime licences (with Treasurer), selecting pantomime directors and/or choreographer, liaising with Youths and Juniors, casting pantomime, set design and staging of Youth and Juniors Shows and pantomime.

The precise, detailed, duties and responsibilities of each Department shall be set out in writing in the Roles and Responsibilities Document and held by General Secretary. Any amendments to these roles, duties and responsibilities shall only be made after submission to, and agreement by, the Executive Committee.

All Departments shall meet as required and may co-opt members to facilitate their tasks, all of whom shall be eligible to vote on decisions of the Department.

Departmental coordinators are to be responsible for ensuring the appropriate training is provided for their realm of responsibility.

Departmental coordinators are to be responsible for preparing and allocating their departmental tasks as required from the membership as a whole.

8. ELECTION OF OFFICERS AND DEPARTMENT COORDINATORS:

The method of election shall be as follows:

- a) The consent of each nominee must be obtained in advance.
- b) Nominations for Officers and Departmental Coordinators must be either (i) written on the nomination sheet displayed inside the Theatre, during a continuous period starting 21 days before and ending 36 hours before the commencement of the Annual General Meeting or (ii) submitted in writing to the General Secretary not less than 36 hours before the start of the Annual General Meeting. All nominations must be proposed and seconded by paid up Members of the Society.
- c) If, after the Annual General Meeting, nominations are not forthcoming for a Departmental Coordinator, any subsequent nominations for that post must be submitted to the Executive Committee for approval.
- d) In the event of a contest for any Office or Departmental Coordinator, the voting shall be by simple majority ballot at the Meeting. Two scrutineers shall be appointed at the Meeting.
- e) The Executive Committee is collectively responsible for co-opting members to take on the role of a Departmental coordinator should a nomination not be received.
- f) Should any vacancy occur during the year, sub-section (c) will apply.
- g) The Youth, Juniors & Pantomime Department Coordinator will appoint the Pantomime team every February.

9. ANNUAL MEETING OF MEMBERS:

- a) The Society's year shall be from 1st July to 30th June.
- b) The Annual General Meeting of Members shall be held on the Wednesday immediately after the first play of the new season (normally last week in September or first week in October).

- c) An agenda of business to be transacted shall be sent to each member not later than 21 days prior to the date of the Annual General Meeting.
- d) The officers shall present their reports, previously approved by the Executive Committee, for adoption by the members as follows:
 - i) The Chair shall present a report on the activities of the theatre during the previous year.
 - ii) The Treasurer shall present a Statement of Financial Position, Income and Expenditure Statement and Statement of Accounts, duly audited.
 - iii) The Registrar shall present a report on the state of the membership.
- e) The meeting will normally be run by the Chair of the society.
- f) The incumbent officers will remain in post until the end of the AGM when the newly elected officers will replace them.

10. EXTRAORDINARY GENERAL MEETING OF MEMBERS:

An Extraordinary General Meeting (EGM) may be convened by the Officers or shall be convened by the General Secretary on receipt of a requisition signed by a minimum of ten full members setting forth details of the business it is proposed to transact at that meeting. Twenty-one days' notice of this meeting, with an agenda, shall be given to each member.

11. AUDIT:

Two Auditors shall be elected at the Annual General Meeting to audit the next years' accounts, in readiness for the next Annual General Meeting.

12. BAR:

- a) The Executive shall appoint at least one qualified person to act as the Designated Premises Supervisor⁴ (DPS) who shall apply for any necessary licences required for the sale of intoxicating liquor.
- b) The Designated Premises Supervisor (DPS) or other Personal Licence Holder shall be responsible for the organisation of the bar and authorisation of bar staff when the bar is open.
- c) Any authorised person selling alcohol must be over 18 years of age.
- d) No intoxicating liquor may be sold on the Society's registered premises other than to members of the Society, or to those members of the public who are attending a performance of the Theatre under and by virtue of the provisions of the 'Premises Licence'.
- e) Persons under the age of 18 years may only be permitted entrance to the Bar when supervised by an adult. No intoxicating liquor of any description shall be sold or in any way supplied to any person who is under 18 years of age.
- f) No intoxicating liquor shall be supplied on the Society's premises other than by an approved person acting for on behalf of the Society and with the Society's approval.
- g) The supply of intoxicating liquor shall only be permitted on the Society's premises during the hours permitted within the Society's current 'Premises Licence'.
- h) The Executive Committee shall secure the due observance of the provisions of the current Licensing Act, and all Acts relating thereto, and of any conditions attached to any licence

⁴ Who must, by law, also be a Personal Licence Holder.

held by or on behalf of the Society for the supply of intoxicating liquor, or any Registration Certificate granted in respect of the Society's premises.

- i) No person shall be paid at the expense of the Society any commission, percentage or similar payment, on or with reference to the purchase of intoxicating liquor by the Society.

Nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Society to members, visitors or other persons, apart from any benefit accruing to the Society as a whole. All profits earned by the sale of intoxicating liquor shall be placed at the disposal of the Society.

13. TRUSTEES

Any property occupied by the Theatre shall be vested in the name of not more than six and not fewer than three Trustees nominated by the Executive Committee.

The Society shall indemnify its Trustees in respect of their acts and omissions undertaken when seeking to further the aims and objects of the Society.

14. ALTERATION TO RULES:

- (a) Alterations to these Rules shall be made at the Annual General Meeting (AGM) of members or at an Extraordinary General Meeting (EGM) of members.
- (b) Any member proposing an alteration to the Rules to be considered at an AGM or EGM must give written notice at least 21 days before the AGM or EGM is held. Any such proposal shall appear on the notice convening the AGM or EGM.
- (c) The only exception to paragraph (a) to be in the case where an alteration to the Rules is required by law or the law prevents the AGM or EGM taking place under the rules of the Society, in which case an electronic poll or postal vote (or combination of both) of members may be used to propose and vote on any amendments, which shall be subsequently reported at the next available AGM or EGM, whichever comes first.

15. DISPLAY OF RULES:

A copy of the current Rules of the Society shall be (i) put on permanent display on the Society notice board and (ii) given to each member of the Executive Committee as soon as practicable after their election at the Annual General Meeting.

This document, effective 28 February 2021, replaces the previous version produced in December 2020.