

THE LYRIC PLAYERS CONSITUTION 2017

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1 GENERAL

1.1 Introduction

The following is the Constitution of The Lyric Players (hereafter referred to as 'the Society') effective from (1 July 2003) as approved at the General Meeting of the Society (17 June 2003).

1.2 Changes to the Constitution

This Constitution may only be amended by members of the Society at a General Meeting providing that a motion proposing the amendment is passed by a vote of not less than two thirds of members present at the General Meeting and that all members of the Society have been given the required notice of the proposed change.

1.3 Copies of the Constitution

Every new member will be able to access a copy of the Constitution free of charge through the Society website. Copies of the Constitution shall be forwarded to all extant members following any substantial change or as agreed by the General Committee. Further copies may be obtained from the Secretary on request.

1.4 Name, base and address of the Society

The Society shall be called 'The Lyric Players'. The formal address of the Society shall be that of its elected Secretary.

1.5 Purpose of the Society

The Society is established for the purpose of the study and performance of musical, operatic, dramatic, artistic and other such works. The fund of the Society shall be applied either to these stated objectives or, at the discretion of the General Committee, for the assistance of charities.

In the furtherance of its purposes, the Society may acquire by purchase, lease or rent, such premises, buildings, halls or rooms and equipment as may be deemed necessary by the General Committee.

Members of the Society may not receive either direct or indirect payment for taking part in or producing any performance of the Society. However, reasonable expenses may be paid to a member of the production team at the discretion of the General Committee. The General Committee retain the right in their absolute discretion to offer payment to members who repeatedly offer their services to the Society.

2 MEMBERSHIP

2.1 Category

Full membership is divided into two categories: Performing Members and Non-Performing Members.

2.2 Joining the Society: benefits and duties of membership

The methods of joining the Society, fees payable, benefits of membership and duties of the two categories of membership are detailed at Table 2.2 (Appendix 1).

Upon application for membership of the Society the Secretary will ensure that the applicant receives a membership form and a copy of Table 2.2.

2.3 Approval

Membership is subject to the approval of the General Committee of the Society.

2.4 Subscriptions

Subscriptions, which are non-refundable, shall become payable upon joining the Society and will fall due on 1 July annually thereafter. Subscriptions may be paid in instalments as agreed upon between an individual member and the Membership Secretary.

Subscription rates for the ensuing year shall be determined at the Annual General Meeting. A lower Performing Member subscription rate shall be available to those members who are:

- Over the state retirement age of
- In receipt of Unemployment, Disablement, Supplementary or other like State benefit or
- In full-time education

The Treasurer shall be entitled to be provided with documentary evidence of the above before authorising payment of any lower subscription rate.

2.5 Show Fees

Members performing in a production will be required to pay a Show Fee, which shall be determined in advance at the Annual General Meeting.

2.6 Change of Membership Status

Should a Performing Member wish to change status to a Non-Performing Member, they will be entitled to resume Performing Membership at a later date without re-auditioning. However, a full Performing Membership subscription must then be paid.

2.7 Termination of Membership

Membership will be terminated in the following circumstances:-

- If the General Committee in its absolute discretion, considers the actions of a member to be prejudicial to the purposes or interests of the Society.
- A member fails to pay the annual subscription fee by 30 September of the same year.
- Upon receipt, by the Secretary, of a formal written resignation from the member.

No subscription shall be refunded in these circumstances.

3 PRESIDENT AND VICE-PRESIDENTS

3.1 Nomination

The General Committee shall, from time to time, nominate persons to be invited to act as President and Vice-Presidents of the Society. Such appointments shall be subject to the approval of the Society at the General Meeting.

3.2 Status and Benefits of Appointment

Appointments are honorary and shall infer honorary Non-Performing Membership of the Society. As such, all benefits of such membership shall be granted, including the right to vote at General Meetings, but duties in respect of payment of membership fees and underwriting of the Society's debts will not apply. The President and Vice-Presidents are also entitled to attend General Committee meetings as observers and, when requested, advisors. Attendance should, however, be pre-arranged with the Secretary.

The President of the Society will be entitled to attend a performance of any Society's productions with a guest on a complimentary basis.

3.3 Obligations of appointment

The appointment of the President and Vice-Presidents is a token of respect and/or gratitude for past services and, as such, no formal obligations are laid down. However, the President will be invited to preside over the Annual General Meeting. When unavailable, a Vice-President may be invited to perform this office.

3.4 Tenure of Appointment

Appointments of President and Vice-Presidents will be subject to review by the General Committee 5 years after appointment or re-appointment.

3.5 Termination of Appointment

Appointments made to President or Vice-Presidents will be terminated in the following circumstances:-

- If the General Committee, in its absolute discretion, considers the actions of a President or Vice-President to be prejudicial to the purposes or interests of the Society
- Upon receipt of a formal written resignation by the Secretary.

4 PATRONS

4.1 Definition

Individuals who wish to support to Society may become Patrons.

4.2 Benefits of patronage

Patrons will enjoy all the privileges of a Non-Performing Member without the responsibility for underwriting any of the Society's debts. Patrons may attend General Meetings of the Society as observers only. They will not be entitled to vote at such meetings.

Patrons may also, from time to time, be offered special prices on tickets for performances being undertaken by the Society. These will be advertised in the Society's newsletter.

4.3 Minimum Donation

A minimum donation will be payable, due on 1 July and annually thereafter. The sum will be determined at the Annual General Meeting.

5 THE GENERAL COMMITTEE

5.1 Form and responsibility

The affairs of the Society shall be managed by a General Committee, which consist of

Chair

Treasurer

Secretary

Business Secretary

Publicity Secretary

Social and Fund-Raising Secretary

Four General Members

A Vice-Chair shall be elected at the Annual General Meeting from the elected Committee members. This Committee may co-opt additional members of the Society to undertake particular functions.

All posts on the General Committee are honorary in nature and members will not receive any payment other than legitimate expenses, supported by receipts, which are incurred in their work for the Society or by reason of their office.

All officers and members of the General Committee shall act under the superintendence, control and direction of the General Committee as a whole.

5.2 Quorum

Five members of the General Committee shall constitute and, providing this quorum is met, the General Committee may continue to act notwithstanding any vacancies therein.

5.3 Election

General Committee members shall be elected from the membership of the Society at the Annual General Meeting. General Committee members will hold their posts for one year after which they may be proposed for re-election. Any vacancies on the General Committee may be filled from the Society's membership and the General Committee's discretion.

Nominations for General Committee membership may be made by any member of the Society at the Annual General Meeting. All nominations must be seconded by another member of the Society. Where more than one individual is nominated for a post or where an objection is raised to a nomination the election will be put to a ballot of members in attendance.

5.4 Dismissal

- If the majority of the General Committee, in its absolute discretion, considers the actions of a member of that Committee to be prejudicial to the purposes or interests of the Society they may dismiss the said member from the General Committee.
- Any member(s) of the General Committee may be removed by vote of the Society's membership at an Extraordinary General Meeting specifically convened for that purpose.

5.5 Sub-Committees

The General Committee may constitute, appoint and delegate authority to any Sub-Committee formed from the membership of the Society. It may further set up further Sub-Committees of any such persons as the General Committee may consider desirable or co-opt any such person to a Sub-Committee i.e. non-members of the Society. Any such Sub-Committee shall act under and within, and be subject to, the overriding authority of the General Committee.

5.6 Committee Meetings

The General Committee shall meet at least every two months. Such meetings shall be presided over by the Chair or, in his/her absence, by the Vice-Chair. Should neither be available, the Chair for the meeting shall be appointed by vote of the General Committee. The names of those present shall be recorded and a true and accurate account of the meeting shall be made. Decisions at meeting of the General Committee shall be made through a majority vote and in the event of a split vote the Chair (or acting Chair) shall have the casting vote.

6 GENERAL MEETINGS

6.1 Notice

Members shall be given at least 14 days written notice of any General Meeting. The notification shall specify the place, date, time and intended business of the meeting including any proposed resolutions.

6.2 Attendance

The President, Vice-Presidents and members shall be entitled to attend General Meetings and each shall have one vote. Patrons may attend but shall have no entitlement to vote.

6.3 Quorum

One fifth of the voting membership shall form a quorum at General Meetings. Resolutions and motions put to the vote shall be decided by a show of hands unless a ballot is considered to be more appropriate by the Chair or by at least 10 members present in person. In the event of a split vote, the Chair (or acting Chair) shall have the casting vote.

6.4 Annual General Meeting (AGM)

An AGM shall be held once a year between 1 April and 1 July. Prior to the AGM, each voting member shall be sent copies of the Minutes of the previous AGM and the audited accounts for the previous financial year.

At the AGM:

- The Treasurer shall explain the audited financial accounts where necessary.
- The Secretary shall deliver an Annual Report.
- The Chair shall ask the membership to propose and adopt the report and accounts.
- The membership shall agree to the appointments of the Honorary Solicitor and Honorary Auditors.
- The General Committee shall then be elected.
- Subscriptions and Show Fees for the membership year commencing 1 July shall be set.
- An Open Forum shall be allowed.

6.5 Extraordinary General Meetings (EGMs)

On receipt of a requisition signed by not fewer than five General Committee members or by not fewer than one quarter of the voting membership of the Society, the Secretary shall convene an Extraordinary General Meeting (EGM) within 28 days to discuss the business as required. An EGM may also be convened if agreed by vote at another General Meeting or if the General Committee consider it otherwise to be necessary in the interest of the Society.

7 CASTING OF PRODUCTIONS

7.1 Entitlement to audition

Auditions are open to members and non-members. Non-members who are successful auditionees will be granted full Performing Membership and will be required to pay Performing Membership and Show Fees.

7.2 Audition Committee

An Audition Committee will be appointed for each show to select Performing Members to play particular roles within a production. This Committee will consist of the Director, Musical Director and Choreographer appointed for the production (the Production team) plus one General Committee Member and one member, non-member or Vice-President selected by members of the Society. If no Choreographer is appointed for the production then the General Committee shall select a further member or non-member to sit on the Audition Committee.

7.3 Administration of Auditions

Auditions for the Society's productions will be open to attendance by those auditioning for a part in the production and by all members and Patrons of the Society. Additional non-members may be permitted to attend at the discretion of the General Committee. An Audition Secretary will be appointed by the General Committee to serve the Audition Committee.

7.4 Casting Procedures

The casting of productions shall be as a result of auditions set by the Production Team. Notification of the roles to be auditioned, copies of the audition pieces where applicable and details of the audition dates and location shall be made available at least one week in advance of any auditions.

The Audition Committee may cast an auditionee in a role that he or she has not specifically auditioned for provided that he or she has auditioned for another role in the same production.

7.5 Ratification of casting by the General Committee

All casting decisions by the Audition Committee are subject to ratification by a quorum of the General Committee. Where discussion concerning individual auditions ensues, the General Committee members who are under consideration shall be required to leave the room to permit a frank and open discussion.

7.6 Failure to cast

Should the Audition Committee be unable to agree upon the casting of a particular role, the Audition Committee together with the General Committee may either then decide to vote or agree to proceed with re-auditions.

The re-auditions will be open to both members and non-member. Non-members who are successful auditionees will be granted full Performing Membership and will be required to pay Performing Membership and Show Fees.

In the event of a role still being un-cast, the General Committee may invite a suitable person to play the role. This is considered to be a 'guest membership' and such individuals will not be expected to pay any membership fees although they will be asked to pay the relevant Show Fee.

7.7 Dance auditions

Where appropriate, a dance audition shall be held to determine the members of the dance troupe. The composition of the troupe shall be determined by the Choreographer for the production in consultation with the appointed Director. Dance auditions will be presided over by the Choreographer, the Director and one member of the General Committee not taking part in the dance auditions.

Dance auditions are open to members and non-members. Non-members who are successful auditionees will be granted full Performing Membership and will be required to pay Performing Membership and Show Fees.

8 LEGAL AND CONTRACTS

8.1 Insurance

The General Committee shall ensure the Society is at all times covered by the appropriate business insurance. Detail of the policy shall be held by the Treasurer.

8.2 Legal Proceedings

The General Committee shall take such legal proceedings as may be necessary in the interests of the Society under the advice of the Honorary Solicitor.

8.3 Financial Liability

All members shall have equal liability for any debts of the Society but shall only be called upon to meet such debts in the event that the Society neither has nor is likely to have assets, funds or income with which to meet or service such debts.

8.4 Contractual Responsibilities

Contract between the Society and third parties can only be entered into by General Committee members. All proposed contracts must be sanctioned by the General Committee. The Chair shall have the responsibility of ensuring that all contracts are in the best interest of the Society.

9 FINANCE

9.1 Accounting Year

The Society's accounting year shall run from 1 January to 31 December.

9.2 Responsibilities of the Treasurer

The Treasurer shall be responsible for such sums of money as may, from time to time, be paid into his or her hands for the account of the Society. He or she shall keep such books and accounts as may be necessary to record the true and fair financial position of the Society and shall report to the General Committee on receipts and expenditure in respect of each production of the Society.

9.3 Annual Financial Reports

In the month of April each year and when required for the purposes of a General Meeting, the Treasurer shall render a just and true account of all monies paid and received by him or her on behalf of the Society.

The Treasurer shall prepare the following statements at the end of each accounting year:

- **Balance sheet** showing the assets and liabilities of the Society.
- **Statement of income and expenditure** for the financial year showing the accrued income and expenditure of the Society.
- **Profit and loss statement** for each show performed in the financial year.

9.4 Audit of the Accounts

Before every General Meeting, the accounts and balance sheet of the Society for preceding year shall be examined to ensure that they represent a true and fair view of the financial status of the Society. Auditors appointed by the Society for this purpose will be required to provide certification to this effect on the face of the Financial Reports.

9.5 Appointment of Auditors

Two Honorary Auditors shall be appointed from the membership of the Society for the purpose of certifying that the accounts represent a true and fair view of the financial status of the Society. Such auditors must not be serving on the General Committee.

However the Society may appoint one person to fulfil this task who need not be a member of the Society, provided that he or she is a member of a recognised professional accountancy institution and is registered to audit company accounts.

Subject to confirmation by General Meeting, the General Committee may appoint an auditor to fill any vacancy in that office which may occur during the year.

9.6 Adoption of Financial Reports

Adoption of the accounts at the Annual General Meeting should be put to the vote of the membership. Where this is not vote in favour to adopt the accounts a further General Meeting must be convened, at which time a proposed resolution and, where necessary, an amended set of accounts should be presented.

9.7 Other financial reports

A General Meeting or the General Committee may demand that additional financial reports are required. Such demands must be made in writing to the Treasurer at his or hers last or usual place of residence. Upon receipt of such demands, the Treasurer shall provide a written true and fair account of all the monies received and paid by him or her on behalf of the Society since the last set of audited accounts within fourteen days.

9.8 Authorisation of expenditure

No expenditure shall be incurred on behalf of the Society by any person for any reason whatsoever unless it has been authorised by the General Committee.

Only the General Committee may authorise an office to incur expenditure within an agreed budget.

9.9 Treasury holdings

- **Current Account.** The Society shall have a current account held in its name into which sums received on its behalf shall be paid. All cheques drawn shall bear two signatures from either the Treasurer, the Chair or the Secretary. Online and debit card transaction shall be approved by the Treasurer and the Chair.
- **Investment.** Financial assets not required either from immediate use or to meet liabilities in the immediate future shall, with the agreement of the General Committee, be invested into an appropriate bank or building society account with higher rates of interest.
- **Cash in hand.** The Treasurer shall be responsible for maintaining adequate cash in hand to meet the immediate cash payment requirements of the Society.

9.10 Custodial responsibilities

The Treasurer shall be responsible for the custodianship of all Society treasury holdings including cash in hand, cheque books and investment documents. He or she is responsible for ensuring their safe keeping.

10 DISSOLUTION

10.1 Dissolution

The Society may at any time be dissolved by the consent of two thirds of its members who have testified by their signature to an instrument of dissolution drawn up by the Honorary Solicitor or other solicitor acting on their behalf.

Any financial balance or other assets in and at the time of the dissolution shall, subject to payment of any outstanding liabilities, be given either in part or whole to another society with similar objectives or to such benevolent or charitable institution as may be determined at a General Meeting or agreed in the instrument of dissolution.

APPENDIX 1 – TABLE 2.2

TABLE 2.2: Details pertaining to membership		
	Membership categories	
	Performing	Non-Performing
Method of joining	<ul style="list-style-type: none"> • All applicants will be required to complete an application form • By satisfactory audition before the General Committee or the appointed Audition Committee (as per Section 7.2 of the Constitution) 	<ul style="list-style-type: none"> • Application to the General Committee
Fees payable	<ul style="list-style-type: none"> • Annual subscription • Show fee 	<ul style="list-style-type: none"> • Annual subscription
Benefits of membership	<ul style="list-style-type: none"> • The right to attend all General Meetings, auditions and rehearsals of the Society • The right to one vote at General Meetings of the Society • Receipt of newsletters • The right to audition for any role at production auditions • The right to perform in productions of the Society providing a successful audition is undertaken where required 	<ul style="list-style-type: none"> • The right to attend all General Meetings, auditions and rehearsals of the Society • The right to one vote at the General Meetings of the Society • Receipt of newsletters
Duties of membership	<ul style="list-style-type: none"> • To comply with the terms laid down in this Constitution • To underwrite any debts of the Society on an equal basis with all other member in the event that the Society neither has nor is likely to have assets, funds or income with which to meet or service such debts • To fulfil, within reason, any performance obligation entered into 	<ul style="list-style-type: none"> • To comply with the terms laid down in this Constitution • To underwrite any debts of the Society on an equal basis with all other members in the event that the Society neither has nor is likely to have assets, funds or income with which to meet or service such debts • To support the Society

	<ul style="list-style-type: none">• To sell tickets for each show in which performing	
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