

# St Albans Musical Theatre Company

## Company Rules



### DEFINITIONS

<b>Company</b>	St Albans Musical Theatre Company
<b>Constitution</b>	The constitution of the Company
<b>Executive Committee</b>	The executive committee, being Performing Members aged 18 and over as voted by the Voting Members at the Company's annual general meeting being the chairperson, deputy chairperson, secretary, deputy secretary, treasurer, deputy treasurer, membership secretary and up to six additional general executive positions.
<b>Honorary Life Members</b>	As defined in paragraph 3.
<b>One Show Members</b>	As defined in paragraph 7.
<b>Member(s)</b>	Honorary Life Members, President and past Presidents, Performing Members, Non-Performing Members and One Show Members as set out in paragraphs 3 to 7
<b>Non-Performing Member</b>	As defined in paragraph 6.
<b>Performing Member</b>	As defined in paragraph 5.
<b>Policies and Rules</b>	Any policies or rules adopted by the Company from time to time
<b>President / Past President</b>	As defined in paragraph 4.
<b>Voting Member(s)</b>	All Performing Members, Honorary Life Members, Presidents and Past Presidents.

### MEMBERSHIP

- The Membership of the Company comprises:
  - Honorary Life Members, including the President and past Presidents
  - Performing Members
  - Non-Performing Members
  - One Show Members
- All Members are required to accept and comply with the aims of the Company, the Constitution, Policies and Rules at all times including the Company's policy on discrimination, harassment and grievances set out in Schedule 1.
- Honorary Life Members are Performing or Non-Performing Members who have given special service to the Company. They are nominated by the Executive Committee and elected at a General Meeting.
- The President is a Performing, Non-Performing Member or Honorary Life Member aged 18 or over who has paid the relevant membership fee as set out in paragraph 16 and who is appointed by the

Executive Committee. Each President serves for a period not exceeding three years. On completion of the term of office, a President is known as a Past President of the Company.

5. Performing Members are members aged 16 and over who have satisfied the Executive Committee as to their theatrical and/or musical ability. Performing Members may audition for show productions and are also expected to assist with backstage, publicity, ticket sales, fund-raising, social and other Company activities and who have paid the relevant fee as set out in paragraph 16.
6. Non-Performing Members are persons who support the Company in a variety of ways including with backstage, publicity, ticket sales, fund raising, social and other Company activities and who have paid the relevant fee as set out in paragraph 16.
7. One Show Members are members aged 16 and over who have satisfied the Executive Committee as to their theatrical and/or musical ability. One Show Members may audition for show productions and are also expected to assist with backstage, publicity, ticket sales, fund-raising, social and other Company activities and who have paid the relevant fee as set out in paragraph 16. For the avoidance of doubt, membership of a One Show Member will automatically lapse on the next working day after the last performance day of the show for which they are a member.
8. Applications for membership of the Company may be made by completing the Company Membership Application Form available on the Company website.
9. New members wishing to join as Performing Members are invited to a singing and performing audition.
10. Performing Member auditions will take place in May and November each year and at other times in the year as permitted under Rule 12 and may be combined with show auditions at the discretion of the Executive Committee from time to time (**Combined Audition**). Any Performing Member auditions will take place in the presence of not less than three members of the Executive Committee. Candidates are asked to sing a song of their choice and will need to provide the sheet music for the pianist to accompany them. They will also be asked to perform a piece of dialogue, preferably without reading from a script.
11. When auditioning under the Combined Audition procedure the candidate must pay an advance non-refundable audition fee of £20. If the candidate is approved by the Executive Committee, the £20 audition fee will be deemed part payment towards the annual membership fee and the candidate must immediately pay the balance of their membership fee set out in paragraph 16. On receipt of such payment, the candidate's membership will commence.
12. The Executive Committee may decide in their discretion to hold Performing Member auditions at additional times of the year. In such instances, the candidate need only pay their £60 membership fee upon a successful audition should they wish to become a member of the Company and the £20 audition fee shall not apply. On receipt of payment, the candidate's membership will commence.
13. Junior Members may only take part in productions that specifically require children.
14. Non-Performing Members may join the Company at any time by making application as set out in paragraph 8 and making payment to the Company as set out in paragraph 16. Such payment will not be prorated if the candidate joins part way through a financial year.
15. All Performing Members and Non-Performing Members are required to pay a membership fee. Fees are recommended by the Executive Committee and determined by a majority vote at the General

Meeting.

16. The current subscription rates are:

<b>Membership category</b>	<b>Type</b>	<b>Rate</b>
Performing Member (existing members' renewal for the period 1 July to 30 June and new members following new member auditions at any time of year)*	Adult (age 16+) (annual)	£60
	Full-time student age 16-21 (annual)	£30
	Junior age 5-15 (one show)	£15
Non-Performing Member	Annual	£15
One Show Member	Adult (age 16+)	£35
Honorary Life Member	Annual	No fee

\*Any new members who audition in November of any year will be required to pay the full annual membership at that point notwithstanding the next renewal is in July the following year. In such instances, the first renewal (being the renewal in the July immediately following the November) will be at a discounted rate of £35, instead of £60.

17. Membership fees and show fees are eligible for Gift aid and the Company encourages such fees to be treated as donations where possible. Members who are UK taxpayers are invited to complete a Company Gift Aid form, so that the Company may benefit from claiming the allowance permissible under the HMRC Gift Aid scheme.
18. Annual Subscription payments are due on 1 July each year. Members will be considered to have resigned if they fail to pay the annual subscription by 1 July. Membership subscriptions are non-refundable.
19. Members wishing to resign from the Company are asked to give written notice to the Membership Secretary. Membership will automatically terminate one month after receipt of the resignation notice. Membership may also immediately terminate if the Executive Committee unanimously resolve to terminate that person's membership in the circumstances set out in paragraph 22. Membership fees are non-refundable.
20. All Members are invited to attend the Company's Annual General Meeting and all social events. They may also receive the Company Newsletter and attend rehearsals unless they are notified of rehearsals that the Director would prefer them not to attend. Members attending the dress rehearsal in the theatre for a production are expected to have also purchased a ticket for a performance of that production.
21. Only Voting Members are eligible to vote at the Annual General Meeting and to stand for election to the Executive Committee.
22. Members may be expelled or suspended from the Company for:
- misuse of the privileges of Membership of the Company;
  - bringing the Company into contempt or disrepute;

- persistently neglecting the work undertaken by the Company;
- endangering the welfare of the Company and its Members by their conduct; or
- making or arranging to make an unauthorised recording of rehearsal or performance of a production.

## **SHOW AUDITIONS**

23. Performing Members are eligible to audition for shows and other performances. Under the Combined Audition process, anyone is permitted to audition. Candidates will be able to access an audition pack via the Company's website and links on the Company's social media pages with singing, dialogue and information about any dance / movement audition pieces for the roles in the show as set by the relevant director, musical director and choreographer for the show.
24. Pre-audition sessions are open to anyone interested in auditioning for the show to find out the Director's vision for the show and to help them learn the audition pieces and dance routines. Any candidate auditioning for a part is required to speak and sing these set pieces and perform a dance audition if required.
25. Auditions are held before a Casting Committee consisting of 5 persons, normally a) the Chairman or Deputy Chairman (or other member of the Executive Committee), b) the director, c) the music director, d) the choreographer and/or assistant director and/or dance captain and/or another Executive Committee member, and e) an independent person appointed by the Executive Committee. No member of the Casting Committee may also be an auditionee for that show. The casting of all productions shall be decided by the Casting Committee.
26. Principal parts for each show production are filled by audition as set out below unless in the opinion of the Casting Committee, no suitable Member is available, in which case the part may be filled by invitation of the Executive Committee. Such invitee will be required to follow the procedure to become a Performing Member of the Company in order to be eligible to participate in a show.
27. Ensemble and supporting parts may also be filled by audition if required. Any invitee will be required to follow the procedure to become a Performing Member of the Company in order to be eligible to participate in a show.

## **SHOW REHEARSALS AND THE SHOWS**

28. Performing Members shall play all the parts assigned to them to the best of their abilities, whether Principal or Ensemble and follow all the directions given at all rehearsals and in show week.
29. The Executive Committee shall have the power after consulting with the Director and Music Director to revise the cast, in the event of poor attendance or lack of commitment by any Member to whom a part, including Ensemble has been assigned or if s/he proves unsuitable for that part.
30. All monies due from any members for a production including the show fee, music and libretti charges must be paid to the Company no later than three months before the first performance date in show week.
31. Members of the show cast are expected to:
  - Prioritise the rehearsals and show performances in their diaries and arrive promptly ready to start at

the time(s) called.

- Not miss more than three rehearsals for which they are called unless they have notified and agreed their additional absences with the production team for the show.
  - Attend all the rehearsals called for in the month prior to show week unless they have notified and agreed their absences with the production team for the show.
  - Notify all absences in advance to the Production Secretary for the Show.
  - Ensure that mobiles phones are switched off or set to silent during rehearsals so as to minimise disruption.
  - Support fellow cast members.
  - Be responsible for the safe-keeping and good condition of any scores and libretti borrowed.
  - Comply with the fire regulations and any other rules for the rehearsal hall(s).
  - Contribute to the team effort needed for the huge amount of work required to prepare for and stage the show, including for example publicity and promotional activities, refreshments, tidying up after rehearsal, helping with get in and get out tasks.
32. All show cast and crew are required to comply with the Show Week information provided and all health and safety and emergency instructions given by the Stage Manager.

## **EXECUTIVE COMMITTEE**

29. Members of the Executive Committee are elected annually at the Annual General Meeting by the Voting Members and are eligible for re-election in subsequent years. If re-elected, members of the Executive Committee will normally serve for a maximum of five years in the same position but may serve for longer at the discretion of the Executive Committee. Nominations for the election of members of the Executive Committee and the Independent Examiner, signed by the nominee, proposer and seconder, should be submitted to the Secretary not later than fourteen days prior to the Annual General Meeting. Nominations, proposers and seconders may be received by the Secretary electronically.
30. If the positions on the Executive Committee are not filled at the Annual General Meeting, or when a vacancy occurs during the year, the Executive Committee may fill the such vacancies by invitation. The Executive Committee may also co-opt members as required to serve in an advisory capacity.
31. Any member of the Executive Committee who resigns before the next Annual General Meeting is required to give one month's notice to allow for sufficient handover.
32. The first meeting of the Executive Committee shall be called by the Secretary and held within 21 days after the Annual General Meeting. All subsequent meetings shall be called by the Secretary. Five members or 50% of the members of the Executive Committee shall form a quorum, whichever is the greater.
33. The Executive Committee is responsible for:
- deciding any questions or interpretation arising from the Company Rules and all other matters relating to the Company that are not dealt with by a General Meeting of the Company.
  - making, reviewing, maintaining and publishing all Company rules and bye-laws.
  - progressing the business and activities of the Company in accordance with the objects of the Company and its Constitution, Policies and Rules.
  - controlling the financial well-being of the Company and maintaining financial records
  - ensuring appropriate insurance provision for the Company's Trustees, Members and activities.

- selecting the shows to be performed and advising the Members as soon as practicable.
- appointing the production team for each show.
- maintaining the Company's website and social media presence.
- ensuring suitable publicity and promotion of ticket sales for shows.
- ensuring the safeguarding of children and young people cast in shows.
- ensuring appropriate arrangements for the health and safety and welfare of Members during rehearsals, shows and other Company activities.
- appointing and managing sub-committees as required.

34. All members of the Executive Committee will be required to enter into a confidentiality agreement with the Company.

*Updated February 2020*

## Schedule 1

### Discrimination, harassment and grievance policy

#### *General statements*

1. SAMTC is committed to diversity and inclusivity and to ensuring the equality of opportunity and fairness in all our professional dealings.
2. SAMTC believes that we all have the right to be in an environment which promotes the equality of opportunity and prohibits discriminatory practice, and that everyone should be treated with dignity and respect. We do not tolerate any form of discrimination, harassment or victimisation against our members.
3. SAMTC seeks to treat all members and non-members equally and without regard for age, race, religion or belief, gender, sexual orientation, disability, marriage and civil partnership, pregnancy and maternity, gender reassignment, social or educational background or family or care responsibilities.
4. SAMTC's most important and valuable resource is its members. SAMTC believes that it is stronger as a result of our diversity and is committed to ensuring that all members are treated in a fair and effective way.
5. It is unlawful to discriminate against any individual, directly or indirectly, and SAMTC is determined to create an environment that is free from any form of discrimination, harassment, victimisation and bullying and within which all individuals are treated with respect, fairness and courtesy.
6. The same commitment applies to our dealings with any third parties and non-members.
7. All members of SAMTC are required to comply with this policy.

#### *Discrimination, victimisation and harassment*

##### *Discrimination and victimisation*

1. A person has been discriminated against if they are treated less favourably than another on the grounds of age, race, religion or belief, gender, sexual orientation, disability, marriage and civil partnership, pregnancy and maternity, gender reassignment, social or educational background or family or care responsibilities.
2. Discrimination can be either direct (where a person is treated less favourably than another because they have or are thought to have one of the protected characteristics set out above) or indirect discrimination (where a condition, rule, policy or practice is applied to all members but particularly disadvantages people who share a protected characteristic).
3. Discrimination also includes harassment, bullying or victimisation on any of these grounds.

## *Harassment*

1. Harassment is unjustified, unreasonable or inappropriate treatment of, or behaviour towards, another person which causes them distress, discomfort or worry. Harassment may include bullying. Harassment may be discriminatory when it is on the grounds of age, race, religion or belief, gender, sexual orientation, disability, marriage and civil partnership, pregnancy and maternity, gender reassignment, social or educational background or family or care responsibilities.
2. Harassment will be unlawful discrimination if:
  - a. unwanted conduct takes place;
  - b. it is on discriminatory grounds;
  - c. with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment;
  - d. it is reasonable to form the view that this is the impact of the offending behaviour.
3. The following types of behaviour may amount to harassment:
  - a. physical assault;
  - b. physical or verbal abuse including threats;
  - c. suggestive comments or gestures;
  - d. suggestive or offensive emails;
  - e. insulting or abusive behaviour or comments;
  - f. isolation or exclusion from Company activities; or
  - g. persistent criticism or humiliation.

This list provides examples only and is not an exhaustive or exclusive list.

## *Sexual harassment*

1. The following types of behaviour may amount to sexual harassment:
  - a. physical conduct of a sexual nature;
  - b. unwanted physical conduct or conduct even if not obviously sexual including unnecessary touching, brushing against another individual, or uncomfortable proximity;
  - c. verbal conduct of a sexual nature including unwelcome sexual advances, continued suggestions of social activity outside of Company activities after it has been made clear that this is unwelcome, or suggestions that sexual favour may further a place within the Company or a production (or refusal may hinder it);
  - d. behaviours or treatment which an individual faces because they will not submit to invitations of a sexual nature or unwelcome advances, including social invitations e.g. a date;
  - e. insults, ridicule or teasing of a sexual nature, insults related to gender or sexual orientation, offensive comments about appearance or dress, talk or jokes of a sexual nature which a person has indicated they dislike; or
  - f. display of sexually suggestive or pornographic pictures, or sending such items electronically, sending sexually harassing messages or images through email.



Again, this list provides examples only and is not exhaustive or exclusive. Sexual harassment by someone of the same sex as the victim is also covered by this policy.

#### *Homophobic bullying and harassment*

1. The following types of behaviour may amount to homophobic bullying and harassment:
  - a. making homophobic insults or threats;
  - b. making unnecessary and degrading references to an individual's sexual orientation;
  - c. engaging in banter or making jokes which are degrading to a person's sexual orientation or perceived sexual orientation;
  - d. outing an individual as lesbian, gay or bisexual (**LGB**) without their permission;
  - e. ignoring or excluding an individual from activities because they are LGB;
  - f. spreading rumours or gossip about an individual's sexual orientation;
  - g. asking an LGB colleague intrusive questions about their private life;
  - h. making assumptions and judgments about a colleague based on their sexual orientation;
  - i. using religious belief to justify anti-gay bullying and harassment.

Again, this list provides examples only and is not exhaustive or exclusive.

#### *Bullying*

1. Bullying is offensive, intimidating, malicious or insulting behaviour involving the misuse of power that can make a person feel vulnerable, upset, humiliated, undermined or threatened. Power does not always mean being in a position of authority, but can include both personal strength and the power to coerce through fear or intimidation.
2. Bullying can take the form of physical, verbal and non-verbal conduct. Bullying may include, by way of example:
  - a. Physical or psychological threats;
  - b. overbearing and intimidating levels of supervision; or
  - c. inappropriate derogatory remarks about someone's performance or character.

Legitimate, reasonable and constructive criticism of a member's performance or behaviour, or reasonable instructions given to members in the course of their membership will not amount to bullying on their own.

#### *Our collective obligations*

1. We should all be fully aware of the behaviour that can constitute discrimination, harassment, bullying or victimisation. It is the responsibility of each of us to be sensitive to the individual needs of all, whether they relate to disability, cultural or religious background, personal circumstances, or any other relevant factor. We must be conscious of the impact we have on others and not to discriminate against, harass or bully colleagues or condone discrimination,

harassment, victimisation or bullying by others. We must all behave in a way that supports this policy and treat each other with respect, courtesy and dignity.

2. We should all comply with this policy and report any incidents or alleged incidents to the Chairman, Company Secretary or any other Committee member.
3. In the event of a complaint which falls within this procedure, it is SAMTC's aim to reach a resolution as quickly as possible and as informally as possible. All complaints will be treated seriously and with the appropriate confidentiality.

#### *Consequences of discrimination, victimisation and harassment - sanctions*

1. Any behaviour involving discrimination, harassment, bullying or victimisation of another on the grounds of age, race, religion or belief, gender, sexual orientation, disability, marriage and civil partnership, pregnancy and maternity, gender reassignment, social or educational background or family or care responsibilities will not be tolerated.
2. Such behaviour, or failure to co-operate effectively, may amount to automatic termination of membership, will be taken against any person breaching this policy.

#### *The complaints procedure*

##### *Right to be accompanied*

1. The member will be entitled to be accompanied at any meeting at which their complaint is discussed with them, and at any subsequent appeal meeting, by another member or friend to act as the member's companion at any meeting to discuss their complaint.
2. The member should ensure that their chosen companion is able to attend the meeting and is willing to act in this capacity. If the chosen companion is unavailable on the proposed day of the meeting, the meeting may be postponed at the member's request by up to five working days.
3. If the member's choice of companion is unreasonable, for example due to a conflict of interest or if the companion is unable to attend for an unreasonable period of time, SAMTC may ask the member to choose an alternative companion.
4. The member should ensure that their chosen companion is able to attend the meeting and is willing to act in this capacity. If the chosen companion is unavailable on the proposed day of the meeting, the meeting may be postponed at the member's request by up to five working days.
5. If the member's choice of companion is unreasonable, for example due to a conflict of interest or if the companion is unable to attend for an unreasonable period of time, SAMTC may ask the member to choose an alternative companion.

##### *Making a complaint – informal resolution*

1. Anyone who believes that they are the victim of discrimination, victimisation, bullying or harassment should, where possible, raise the matter informally with the person against whom they have the complaint and should explain that their behaviour is not welcome or makes them uncomfortable. If this informal approach does not work, the formal complaints procedure below should be used.

2. If it is not appropriate to do so, or if the member feels unable to do so for any reason, they should discuss the issue with a Committee member.
3. If a member wishes to make a formal complaint about bullying or harassment, they should submit this in writing to the Chairman, Deputy Chair, Secretary and Deputy Secretary, whose role is to achieve a solution wherever possible and to respect the confidentiality of all concerned. If the matter concerns that person, the member should exclude the relevant people from the written complaint.
4. The written complaint should set out full details of the conduct in question, including the name of the harasser or bully, the nature of the harassment or bullying, the date(s) and time(s) at which it occurred, the names of any witnesses and any action that has been taken so far to attempt to stop it from occurring.

#### *Formal investigation*

1. Where a formal complaint has been made, a prompt investigation will be conducted where the allegations will be carefully and discreetly reviewed. The matter will be dealt with promptly, fairly, and impartially.
2. Care will be taken to ensure that the reputation of each party is not unjustly affected during the course of the investigation. Individuals not involved in the complaint or the investigation should not be told about it.
3. The investigation should be thorough, impartial and objective, and carried out with sensitivity and due respect for the rights of all parties concerned.
4. If requested by the member, a meeting will be arranged, usually within one week of receiving the written complaint, so that the member raising the complaint is able to provide their account of events.
5. The investigation will involve hearing detailed accounts from both parties, and the alleged harasser will be provided with details of the nature of the complaint and an opportunity to respond. Other individuals may also be asked to provide information. Documents, emails and other evidence may be considered.
6. A full record of the progress and outcome of the investigation and any steps taken will be reported to the complainant at the earliest opportunity.
7. Where the complaint is about a member, SAMTC may consider suspending their membership or making other temporary pending the outcome of the investigation, if circumstances require. The investigator will also meet with the alleged harasser or bully (who may also be accompanied by a friend) to hear their account of events. They have a right to be told the details of the allegations against them, so that they can respond.
8. It may be necessary to interview witnesses to any of the incidents mentioned in the complaint. If so, the importance of confidentiality will be emphasised to them.
9. At the end of the investigation, the investigator will prepare a report of the investigation and their findings. The investigator will arrange a meeting with the complainant, usually within a week of preparing the report, to discuss the outcome and what action, if any, should be taken. A copy of the report findings will be given to both the complainant and the alleged harasser.

#### *Action following the investigation*

1. If the investigator considers that harassment or bullying has occurred, prompt action will be taken to address it.
2. Where the harasser or bully is a member, and the complaint is upheld, the member's membership will terminate and they will not be permitted to become a member of SAMTC for such period as the Committee may decide.
3. If the complaint is not upheld, the complainant will be provided with an explanation for and the reasoning behind the decision.
4. Individuals who maliciously make unfounded allegations, deliberately provide false information or otherwise act in bad faith as part of an investigation, may be subject to termination of their membership.
5. There shall be no scope to appeal the decision to terminate a member's membership.

#### *Protection and support for those involved*

Members who make a complaint or who participate in good faith in any investigation must not suffer any form of retaliation or victimisation as a result. Anyone found to have retaliated against or victimised someone in this way may be subject to termination of their membership.

#### *Confidentiality and record-keeping*

Confidentiality is an important part of the procedures provided under this policy. Details of the investigation and the names of the person making the complaint and the person accused must only be disclosed on a "need to know" basis. Breach of confidentiality may give rise to termination of membership.