

H.D. & O.S. RULES

TITLES AND OBJECTS

1. The Society shall be called the Hertford Dramatic & Operatic Society.
2. The object of the Society is to educate the public in the dramatic and operatic arts, to further the development of public appreciation and taste in the said arts, to assist and further such charitable institutions and charitable purposes as the General Committee (hereinafter called the Trustees) shall from time to time determine and in furtherance of the object but not otherwise, the Society through its Trustees shall have the following powers:
 - (a) to promote plays, drama, comedies, operas, operettas and other dramatic and musical works of educative value
 - (b) to purchase, acquire and obtain interests in the copyright of, or the right to perform or show any such dramatic or operatic works
 - (c) to purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects
 - (d) to raise funds and invite and receive contributions from any person or persons whatsoever by way of subscriptions, donations and otherwise, provided that the Society shall not undertake any permanent trading activities in raising funds
 - (e) to do all such other things as shall further the objects of the Society.

MEMBERSHIP

3. The Society shall consist of a President, Vice-Presidents, Life Members and Ordinary Members and shall be controlled by Trustees to be appointed as hereinafter mentioned.
4. Membership shall be open to all those having sympathy with the objects of the Society, desiring actively to further it and paying the Annual subscription prescribed by the Rules.
5. Any person wishing to apply for membership of the Society must submit a signed membership application form together with the appropriate subscription.
6. Life Members may be elected by the Society at a General Meeting, this privilege to be reserved for persons who have rendered valuable services to the Society, and to carry with it all the rights of membership without an Annual subscription.
7. No class of membership of the Society shall carry with it the right to receive free tickets for any of the Society's performances.

8. Any person wishing to resign from any class of membership should send a written notice to the Honorary Secretary and the subscription will not be refundable.
9. Any notices sent to any member shall be deemed to be properly served if addressed to the last address which the member has communicated to the Honorary Secretary or the Honorary Membership Secretary.

SUBSCRIPTIONS

10. All subscriptions shall become due on 1st September in every year and shall be paid by 1st November at which time membership will lapse if the subscription has not been paid.
11. The Society in General Meeting will determine the rates of subscription and the privileges attached to any class of membership and may also require an entrance fee if they see fit.

FINANCIAL YEAR

12. The Society's financial year shall end on 31st July in every year. After that date the Honorary Treasurer shall forthwith prepare a proper set of annual accounts which should be audited by the two Honorary Independent Examiners and presented to the Society at the next Annual General Meeting.

ANNUAL GENERAL MEETING

13. The Society shall hold an Annual General Meeting within one year of the end of the financial year.
14. The business of the Annual General Meeting shall consist of the elections hereafter mentioned, the receipt of the Accounts, the receipt of the various Committees' reports, any matter of which proper notice has been given to the Honorary Secretary and such other matters as the chairman may permit. Voting will be confined to adult members of the Society who shall each be entitled to one vote.
15. At the Annual General Meeting the Society shall elect their President, Vice Presidents, Treasurer, Secretary, Membership Secretary, Wardrobe Manager, Properties Manager, Electrical Manager, Workshop Manager, Librarian and Recorder, two Honorary Independent Examiners and the Trustees.

HONORARY SECRETARY

16. The Honorary Secretary shall act under the superintendence, control and direction of the Trustees, shall summon and attend all meetings and arrange for proper Minutes of the proceedings to be taken and also deal with such secretarial work as the Trustees may direct.

HONORARY TREASURER

17. All funds of the Society, whether in cash or securities, shall at all times be kept in the custody and under the control of the Honorary Treasurer, who shall be responsible

for making all disbursements ordered by the Trustees and for keeping proper accounts of the Society's affairs.

HONORARY INDEPENDENT EXAMINERS

18. Two Independent Examiners shall be appointed, one of whom shall not be a member of the Society. A Trustee cannot act as an Independent Examiner.
19. The two Independent Examiners shall for the purpose of their audit have access to all books and documents of the Society and shall be entitled to call for any information with regard to the accounts of the Society which they may require.

THE TRUSTEES

20. (a) Any adult member of the Society may be a candidate for election as a Trustee.

(b) The Trustees shall consist of the President, Treasurer, Secretary, Membership Secretary and at least six, but not more than eleven, other members of the Society elected as hereafter mentioned.

(c) Candidates for election as Trustees must be nominated by two members of the Society and nominations must reach the Honorary Secretary at least seven days before the Annual General Meeting. The consent of the candidates must be obtained before nomination.

(d) The Honorary Secretary must display the name of any person proposed for election as a Trustee for not less than two days before the election in a prominent place at the Society's premises in a position frequented by the members.

(e) Election will be by ballot. In the first year eleven members will be elected. The four candidates polling the most votes will serve for two years, the remainder will retire after one year but will be eligible for immediate re-election. In subsequent years a minimum of three and a maximum of eight members will be elected, the three polling the most votes serving for two years, the remainder for one.
21. The Trustees shall at their first meeting after the Annual General Meeting appoint a Chairman for the ensuing year from amongst their number.
22. A quorum shall comprise 60% of the Trustees. Any vacancy occurring may be filled by co-opting an adult member of the Society to fill such vacancy.
23. The execution of documents will be by signature of the Trustees. A document is validly executed by signature if it is signed by two Trustees, one of whom must be either the Secretary, the President or the Treasurer.
24. The Trustees shall have power to censure, reprimand, suspend or expel any member at their complete discretion, but no member shall be suspended or expelled

without first having the opportunity to appear before the Trustees to explain any matter complained of. At least seven days notice of such a meeting shall be given.

25. The Trustees shall, at the end of the Financial year, prepare a report of the Society's activities in the past year. This report may include recommendations as to the future activities of the Society. Such report signed by the Chairman and Honorary Secretary shall be presented to the Society at the Annual General Meeting.
26. The Trustees shall present to the Annual General Meeting a list of nominees for future office.

SUB-COMMITTEES

27. (a) The Trustees shall have full power to regulate all matters relating to the Society and to establish such sub-committees as they think fit.

(b) The Trustees shall have power to delegate to such sub-committees any of their powers.

(c) Unless an express ruling is given at the time of the appointment or thereafter, a sub-committee shall be required to report to the Trustees before action is taken.
28. The delegation of any power by the Trustees to a sub-committee may be revoked or varied by the Trustees at any time.
29. The Trustees shall have the power to co-opt any member of the Society to a sub-committee and each sub-committee must have at least one Trustee serving thereon.

BAR MANAGEMENT

30. The Licensee shall be a Trustee.
31. The Trustees shall endeavour to obtain and renew as necessary a Registered Club License for the Society, permitting the sale of alcoholic drinks of all descriptions at the Society's premises, and pursuant and subject thereto, shall run Bar facilities at the said premises for (except as hereinafter mentioned) the exclusive use of members of the Society.
32. Notwithstanding that the bar facilities shall be organised for the use of Members of the Society, guests of Society members and members of the public attending by invitation at the Society's premises, shall on the occasions of such attendance be permitted use of bar facilities. Further the use of facilities shall be afforded to guests of Society members and to members of the general public at fund raising functions held at the Society's premises to which such persons are invited, provided that no more than six such fund raising functions be held per annum, and provided further that such fund raising functions must be formally minuted as approved in the minutes of the Trustees in advance.

33. The following BAR RULES shall apply and it shall be the duty of the Trustees to publicise them amongst members and to display a copy of the said rules in the bar itself.
- (a) Except on occasions specified In Rule 32 of the rules of the Society, drink can only be supplied to members of seven days standing.
- (b) Except on occasions specified in Rule 32 of the rules of the Society, drink can only be supplied to a member in person for consumption on the premises.
- (c) The permitted hours are those specified by the current licence and alcoholic drink must in no circumstances be sold before such hours commence or after such hours end.
34. An up to date list of the names and addresses of all the Society's members shall be kept at the Society's premises at all times.
35. No person shall receive any payment at the Society's expense arising from the Society's purchase of drink.
36. No arrangement may be entered into by which any person receives directly or indirectly any personal pecuniary benefit from the supply of drink by or on behalf of the Society.

EXTRAORDINARY GENERAL MEETING

37. An Extraordinary General Meeting of the Society may be held at any time if so resolved by the Trustees, but shall be held whenever a request is received by the Honorary Secretary signed by not less than fifteen adult members of the Society or one fifth in number of the membership, whichever is the less. Such request should state the object for which the Meeting is to be called and if the Honorary Secretary shall not within 28 days after the receipt of a valid request call such a Meeting, then a Meeting may be called by a notice signed by any fifteen adult members of the Society.
38. Fourteen days notice shall be given to every adult member of the holding of an Extraordinary General Meeting.
39. Any member wishing to raise any matter at the Meeting shall notify the Honorary Secretary of the matter at least seven days before such Meeting.
40. At a Meeting the voting must be confined to adult members of the Society who shall each be entitled to one vote.
41. A resolution of an Extraordinary General Meeting may be varied at another such Meeting convened as stipulated in Rule 37 if such Meeting is held
- (a) more than six months after the first Meeting, or
- (b) less than six months after the first Meeting and at which over 50% of the adult members of the Society are present.

RESTRICTIONS

42. Any persons presenting themselves for auditions do not have to be members of the Society but must join the Society if they are cast.
43. Attendance at rehearsals shall only be by permission of the Producer/Director or of the Sub-Committee concerned.
44. No member of the Society shall receive payment for any duties relating to the Direction, Production, Choreography or Musical Direction of any show or production that the Society may wish to stage, unless he or she has resigned from or been dismissed from the Society for a period of not less than twenty four months duration. Likewise any person having been professionally engaged by the Society and having received payment for such duties as defined above, shall not be permitted to perform at amateur status in any show or production of the Society for a period of not less than twenty four months after such payment has been made.

DISSOLUTION

45. The Society shall only be dissolved by resolution passed by a majority of at least five-sixths of the members present and voting at a General Meeting called for the purpose of considering such dissolution. In the event of dissolution, any balance of cash remaining in hand after the realisation of assets and payments of debts, shall not be distributed among members of the Society but shall be applied for such charitable purposes similar to those of the Society or be paid, distributed or transferred to such charitable institutions or institution having objects similar to the objects of the Society as the Trustees, with the consent of the meeting shall determine.

AMENDMENT TO RULES

46. (a) No alteration of these rules shall be made except at a General Meeting nor unless 21 days prior to such meeting written notice of the proposed alterations or one substantially to the like effect shall have been given to the Honorary Secretary, who shall give 14 days' notice thereof to the members and the resolution embodying such proposed alterations shall be carried by a majority of at least two-thirds of the votes recorded at the meeting.

(b) No alteration may be made to Rules 2, 45 and 46 without the approval of the Charity Commissioners for England and Wales or any other authority having charitable jurisdiction from time to time.

JULY 2018