

**Clacton Musical
Theatre Society
Member Handbook
2010/2011**

www.c-m-t-s.co.uk



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Membership Fees 2010/2011

Junior - £5

Student -£10

Full Single - £27

Full Joint -£40

(Two members from the same family)

Friend -£5

Patron -£20

Membership is for one year, however, please be advised an additional show fee is to be paid for each show you participate in (the amount due is to be decided by the committee and is to be paid no later than 30 days after the auditions).

Clacton Musical Theatre Society

Rules

1. TITLE

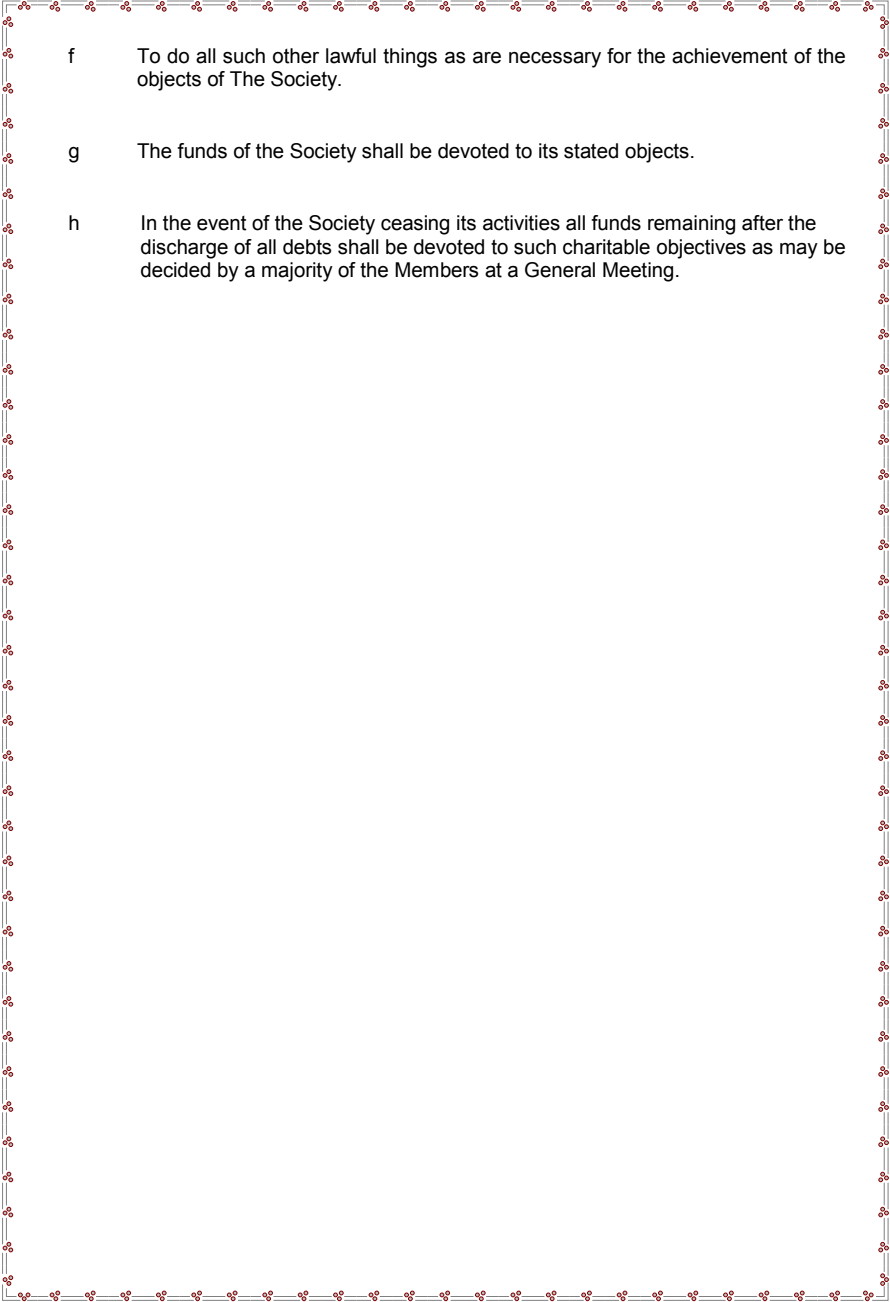
- a The Society shall be called:

CLACTON MUSICAL THEATRE SOCIETY.

- b This style and title shall be reserved solely for the Society as a whole and shall not be used by any Member or group of Members without the written authority of the Management Committee, (The Committee).

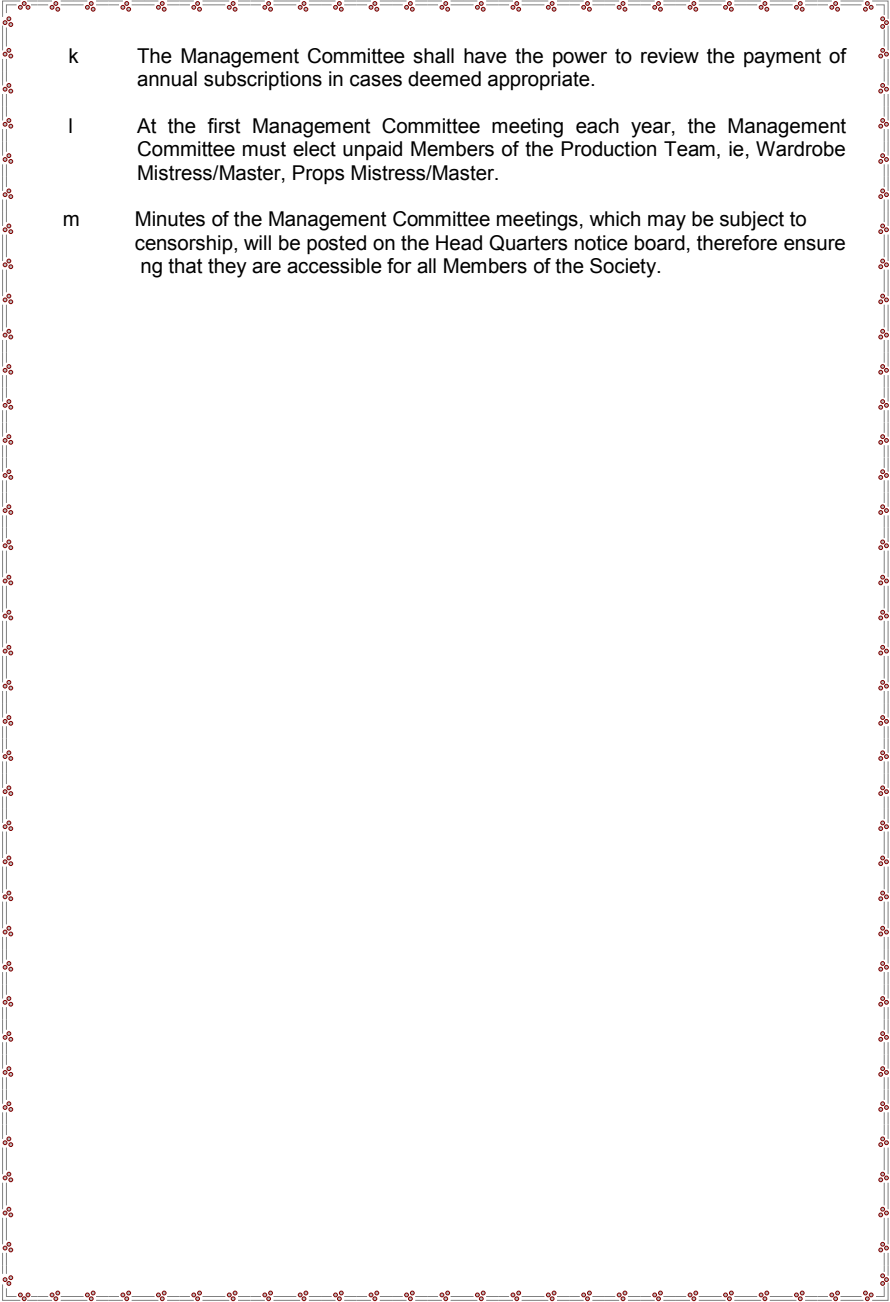
2. OBJECTS

- a The objects of the Society are to educate and to further, the development of public appreciation and taste in the dramatic and operatic arts. Also to assist and further such charitable institutions and charitable purposes as the Committee shall from time to time determine. In furtherance of these objects, but not further or otherwise, the Society through it's Management Committee shall have the following powers:
- b To promote operettas, plays, dramas, comedies, operas, operettas, musicals and other dramatic and operatic works of educative value.
- c To purchase, acquire and obtain interests in the copyright of, or the right to perform or show, any such dramatic or musical works.
- d To purchase or otherwise acquire plant, machinery, furniture, fixtures, fittings, scenery and all other necessary effects.
- e To raise funds, and invite and receive contributions from any person or persons whatsoever by way of subscriptions, donations and otherwise, provided that in raising funds the Society shall not undertake any substantial permanent trading activities in raising funds and shall conform to any relevant requirements of the law.

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- f To do all such other lawful things as are necessary for the achievement of the objects of The Society.
 - g The funds of the Society shall be devoted to its stated objects.
 - h In the event of the Society ceasing its activities all funds remaining after the discharge of all debts shall be devoted to such charitable objectives as may be decided by a majority of the Members at a General Meeting.

3 MANAGEMENT TRUSTEES

- a The Management of the Society shall be vested in Management Trustees who shall be called the Management Committee. The Management Committee shall consist of the Officers of the Society, ie the Chairman, the Honorary Secretary and the Honorary Treasurer, plus not less than five but not more than seven other Members of the Society.
- b A Vice Chairman will be elected by the Chairman and the Management Committee Members at the first Management Committee meeting following a General Meeting.
- c Not less than five Members of the Management Committee, of which at least one shall be an Officer, shall form a quorum. In the absence of the Chairman, the Vice Chairman will chair any Management Committee meeting. In the absence of the Vice Chairman, the responsibility of chair will fall to an appointed Officer. If no appointed Officer is present, no quorum can exist.
- d The Chairman of the Society shall be the Chairman of the Management Committee. The Chairman will not have a primary vote but in the event of an equality of votes on any motion shall have a casting vote.
- e The Management Committee shall have the power to co-opt additional Members for specific purposes. Such co-opted Members will not be entitled to vote at Management Committee meetings.
- f The Management Committee shall have the power to appoint Sub-Committees whose decisions shall be the subject of approval of the Management Committee. At least one Member of the Management Committee will form part of that Sub-Committee and the Management Committee will decide who the Members of the Sub-Committee are, in conjunction with the Chairman of the Sub-Committee. Minutes must be taken at any Sub-Committee meetings and copies sent to the Officers of the Society.
- g The Management Committee shall meet not less than once each calendar month, unless in the opinion of the Chairman and the Honorary Secretary, at their sole discretion, there is no business calling for discussion.
- h Any member of the Management Committee who is absent for a majority of meetings held during the year, may not be permitted to stand for re-election the following year.
- i At the beginning of the first Committee meeting for a new Management Committee, they shall review and agree the Standing Orders for that years meetings.
- j Neither a Member of the Management Committee nor Trustee nor Ex Officio may take part in a discussion in which that person has an interest. The Chairman may request that any person who does have an interest in the matter to leave the room until its conclusion.

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- k The Management Committee shall have the power to review the payment of annual subscriptions in cases deemed appropriate.
 - l At the first Management Committee meeting each year, the Management Committee must elect unpaid Members of the Production Team, ie, Wardrobe Mistress/Master, Props Mistress/Master.
 - m Minutes of the Management Committee meetings, which may be subject to censorship, will be posted on the Head Quarters notice board, therefore ensuring that they are accessible for all Members of the Society.

4 FINANCE

- a The funds of the Society shall be applied solely in furthering the objects of the Society.
- b The funds of the Society, including all Members fees, donations, box office income and bequests shall be paid into an account operated by the Management Committee in the name of the Society, at such Bank as the Management Committee shall from time to time decide. All cheques drawn on the account must be signed by at least two Members of the Management Committee.
- c No expenditure shall be incurred by any Member of the Society without the prior permission of the Management Committee. Receipts will be required for any agreed expenditure.
- d The overall budget for each production will be discussed and agreed by the Management Committee.
- e Each Member of the Production Team will adhere to his/her agreed budget figure.
- f The financial year of the Society shall end annually on 31 July.
- g A statement of income and expenditure in connection with the finances of each production shall be submitted to the Management Committee at its next meeting following such production, or as soon afterwards as possible and full audited accounts presented to the Management Committee one week prior to the Annual General Meeting.
- h The accounts and balance sheets for the financial year shall be prepared, audited and presented to the Society as soon as practical after the end of the financial year.
- j Auditors of the Society's accounts shall be appointed annually by the Management Committee and they shall not hold any other office in the Society, nor be a member of the Management Committee.
- k All monies due and owing to the Society, including subscriptions of Members and show fees shall be recoverable at law in the name of the Honorary Secre-

tary.

5 CUSTODIAN TRUSTEES

- a All elected Custodian Trustees shall be Full Members of Clacton Musical Theatre Society.
- b The number of Custodian Trustees shall not be less than five or exceed seven.
- c The Management Committee shall elect the Custodian Trustees and hold the office of a Custodian Trustee for three years. No Member of the Management Committee can stand as a Custodian Trustee. Retiring Custodian Trustees can stand for re-election.
- d The property and assets of the Society (other than cash which shall be under control of the Treasurer) shall be vested in the Custodian Trustees.
- e Custodian Trustees shall deal with the property of the Society, as directed by the Management Committee, of which an entry shall be recorded in the Minutes. In the case of personal financial loss, they shall be indemnified from the funds and property of the Society.
- f The Custodian Trustees shall have the power to secure finance for a specific purposes designated by the Management Committee.
- g If a Custodian Trustee wishes to attend a Management Committee meeting they must give two weeks notice in writing prior to the meeting. The Management Committee will then prepare the agenda to address the Custodian Trustees issues or concerns. Custodian Trustees may take part in discussions but can not vote on issues raised.
- h In the event of a Management Committee not being appointed or folding then the Custodian Trustees will take over the management of the Society until such time as a new Management Committee can be elected by the Society which should happen within ten weeks of the Custodian Trustees first taking over.

6 MEMBERSHIP

- a Membership shall be open to all those aged 7 years and over, being in accord with the objects of the Society, such Membership to be at the discretion of the Management Committee.
- b The Management Committee may by an unanimous vote remove from the list of Members the name of any Member who has persistently neglected the work undertaken by the Society or whose conduct it considers likely to compromise the wellbeing of the Society. The individual shall have the right to be heard by the Management Committee, accompanied by a friend, before a final decision is made.
- c Membership categories will be:

Junior Membership – Age from 7 up to the year they reach the age of 12. Junior Members have no voting rights, cannot be made a Trustee and cannot become a Member of any Committee.

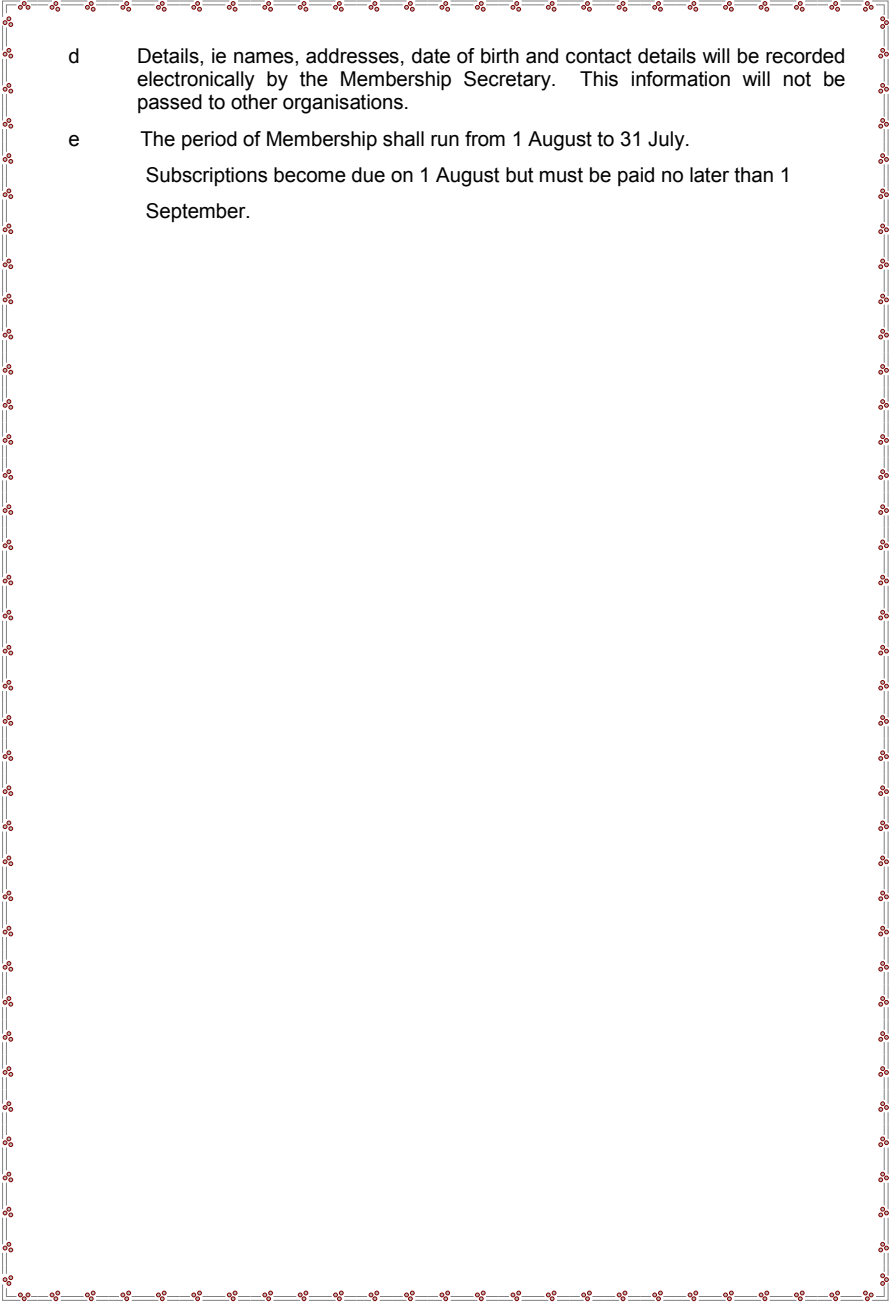
Student Membership – Age from 12 up to 16 but may be extended if in full time education and at the discretion of the Management Committee. Student members have no voting rights, cannot be made a Trustee and cannot become a Member of the Management Committee.

Full Membership - Age from 16. Full Members have voting rights, may sit on any Committee and are eligible to become a Trustee.

Joint Membership – This category is for two Members of the same family living at the same address. They have the same rights as Full Membership.

Friends - The Society will invite interested persons to become Friends of the Society upon payment of such annual donations to the funds of the Society as shall be decided by the Management Committee. Friends shall be entitled to receive from time to time such privileges as may be deemed appropriate by the Management Committee. Friends have no voting rights, cannot be made a Trustee and cannot become a Member of any Committee.

Patrons - The Society will invite interested persons to become Patrons of the Society upon payment of such annual donations to the funds of the Society as shall be decided by the Management Committee. Patrons shall be entitled to receive from time to time such privileges as may be deemed appropriate by the Management Committee. Patrons have no voting rights, cannot be made a Trustee and cannot become a Member of any Committee.

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- d Details, ie names, addresses, date of birth and contact details will be recorded electronically by the Membership Secretary. This information will not be passed to other organisations.
 - e The period of Membership shall run from 1 August to 31 July.
Subscriptions become due on 1 August but must be paid no later than 1 September.

- f The annual subscription and show fee, if applicable, shall be determined from time to time by the Management Committee.
- g The Management Committee may appoint Honorary Life Members in recognition of their outstanding services to the Society. These appointments shall carry such privileges to be advised at an Annual General Meeting.
- h All Members are responsible for their own health and safety and to ensure that their actions do not compromise the health and safety of other Members. Any misuses found should be reported to a Member of the Management Committee.

7 ANNUAL GENERAL MEETING

- a An Annual General Meeting shall be held within six weeks of the receipt of audited accounts.
- b The Honorary Secretary shall send to the past year's Members, notices relating to the Annual General Meeting twenty eight days before the date of the meeting. This will be done by email or letter. Included in this notice shall be; An Agenda, a Nomination Form for President or the Management Committee positions, Membership Renewal Form, previous Annual General Meeting and/or Extraordinary General Meeting Minutes, copy of the audited Accounts, copy of the Standing Orders and a reminder of the Rules regarding motions and nominations for the Management Committee. An Agenda will be sent out seven days prior to the Annual General Meeting.
- c A President will be elected annually at the Annual General Meeting and shall hold office for one year only. The President shall have the right to attend and speak at Management Committee meetings in a non voting capacity. The retiring President shall be eligible for re-election.
- d Officers and Members of the Management Committee shall be elected annually at the Annual General Meeting and shall hold office for one year only. Retiring Officers and Management Committee Members may offer themselves for re-election.
- e Nominations for Officers are to be received in writing seven days prior to the Annual General Meeting and must be countersigned by the Proposer, Seconder and nominee. Nominations for Committee must be received in writing seven days to show intent prior to the Annual General Meeting; However counter signatures can be sought at the

Annual General Meeting. No current Officers or Members of the Management Committee can be seconded by another current Officer or Member of the Management Committee.

f If insufficient nominations are received to fill a vacancy for Officers and Committee members then nominations shall be called for at the Annual General Meeting from those attending and entitled to take part in the meeting. Should nominations exceed vacancies an election shall be by ballot.

g Notice of any motion a Member wishes to submit shall be given to the Honorary Secretary in writing at least 14 days prior to the Annual General Meeting. All motions must be proposed and seconded by a Member of the Society.

h The Annual General Meeting shall be held for the following purposes:

To adopt the Standing Orders for the conduct of that meeting.

To adopt Minutes of the previous Annual General Meeting and any Extraordinary General Meeting.

To adopt the Honorary Secretary's Report.

To adopt the Honorary Treasurer's Report and audited accounts.

To elect a President

To elect Officers:

Chairman

Honorary Secretary

Honorary Treasurer.

To elect no less than five and no more than seven Members to the Management Committee, to the following positions:

Assistant Secretary

Membership Secretary

Manager for Head Quarters

Chairman for Press and Publicity Committee

Stage Management Liaison

Chairman for Social Committee

Chairman for Fund-Raising Committee

To consider any propositions submitted by Members.

Any Other Business.

8 EXTRAORDINARY GENERAL MEETING

- a An Extraordinary General Meeting may be called either by the Management Committee or by Members of the Society. The Management Committee must give at least twenty eight days notice in writing to Members of the Society of such a meeting. Members may give notice in writing to the Honorary Secretary signed by two thirds majority of the voting Members of the Society, at least twenty eight days before the date desired, and such notice to contain the motion or motions to be put to the meeting.
- b An Extraordinary General Meeting will be conducted in accordance with the Standing Orders adopted at the previous Annual General Meeting.

9 PRODUCTION CASTING AND AUDITIONS

- a The Management Committee shall select the works to be produced by the Society and shall determine the dates of productions and the rehearsal period.
- b The Management Committee shall engage and appoint paid members of the Production Team to produce each show, whose appointment will be subject to a signed contract. They are the Director, the Musical Director, the Choreographer and the Accompanist. Where possible, an assistant to each member of this Production Team will be appointed; An Assistant Director, a Chorus Mistress/Master and a Dance Captain. These roles will be unpaid by the Society.
- c The Management Committee shall select a Casting Sub-Committee which shall consist of a Chairman, three Members of the Production Team and three Members of the Society. The Casting Committee, where possible, will be sourced from individuals not auditioning for a Principle part. Where this is not possible for financial or sourcing reasons, the Management Committee may approach a Member of the Society. The Chairman of the Casting Committee shall have the casting vote. Any Member of the Casting Committee with a vested interest in a particular applicant must abstain him/herself

from that particular discussion and vote.

- d All candidates for parts, either principal or chorus, shall be required to submit themselves to a Production Audition (of which at least 14 days notice shall be given), before a Casting Committee in which shall be vested the selection of the Cast. Specialised costumes may not be worn at an audition but a prop may be used.
- e Any Member wishing to audition for a Production must have paid their Subscription for that year.
- f The Casting Committee shall, as far as possible, not go outside the Membership of the Society to fill any role.
- g Acting Members shall, to the best of their ability, play the parts assigned to them and obey the directions given at all rehearsals and performances.
- h The Management Committee, on recommendation of the Production Team, shall have power to revise the Cast from time to time, if any Member, to whom a character has been assigned, shall in their opinion, prove unsuitable for the part.
- j Members of the Production Team shall conduct and control all rehearsals. No conversations or activities shall be conducted which may hinder progress of the rehearsal.
- k Each person involved in a rehearsal/performance will be required to mark the register at the beginning of each rehearsal/performance. These attendance records may be taken into consideration at the time of casting future productions.
- m The show fee due will be paid within one calendar month of the date of the auditions. Failure to pay within the defined time may result in that Member being removed from the production.
- n Cast Members are required to inform a Member of the Production Team at the earliest opportunity if they are going to be absent from a rehearsal. They must arrange for a 'Stand In' if required. Failure to supply a 'Stand In' may result in the Member not being set in that particular number.
- o The Production Team will make the Casting Committee aware of any limita-

tions required in the production.

10 SOCIAL AND FUND RAISING ACTIVITIES

- a The social activities of the Society shall be entrusted to a Social Committee which shall be a Sub-Committee approved by the Management Committee.
- b The fund raising activities of the Society shall be entrusted to a Fund Raising Committee which shall be a Sub-Committee approved by the Management Committee.
- c The Fund Raising Committee shall administer funds relating to their activities. An account of these funds shall be submitted to the Management Committee at the next meeting following the event, or as soon afterwards as possible.
- d Each committee shall individually administer their funds relating to their activities. Accounts for these funds shall be submitted to the Honorary Treasurer at the close of each financial year.
- e The Green Room Refreshments shall be operated by the Social Committee Members only. A credit tab may be opened but at the discretion of the Social Committee Chairman. All tabs must be paid up before the end of the last Head Quarters rehearsal for each production.

11 RULES

- a If an issue arises that is not covered by the Rules then the resolution shall be left to the discretion of the Management Committee.

Notes:

Notes:

Recommended Costume Accessory List

FEMALE DANCERS

Black Character Shoes

Tan Character Shoes *

Tan Tights (Seamless) - available from any dancewear shop

White Tights*

Big Black Knickers (suitable for wearing over tights to protect modesty!)

Big White Knickers (as above)

Black Fishnet Tights*

Tan Fishnet Tights*

Silver Ballroom type shoes (minimum heel 2inch)*

Black Jazz Shoes*

White Jazz Shoes*

Supportive Bras (check costume for colour required)

FEMALE CHORUS

Black Character Shoes

Tan Character Shoes *

Tan Tights

White Tights*

Black Jazz Shoes*

White Jazz Shoes*

Supportive Bras (check costume for colour required)

Recommended Costume Accessory List

MALE CHORUS/DANCERS

Black Formal Shoes (Polished)

Black Jazz Shoes/Plimsolls*

Black Socks

White Collared Shirt*

Braces

Black Trousers*

Underpants - Supportive NO BOXER SHORTS

Support Belt (Suggested for Dancers who are involved with lifts)

White Short Gloves*

Football Socks* (Check for colour required)

Cufflinks

CHILDREN

Black Jazz Shoes

White Jazz Shoes*

Ballet Shoes* (check for colour required)

Tan Tights (girls only)

Suitable underwear (ie Underpants for Boys etc)

Socks (check for colour required)

Dressing Gown (to help keep costumes clean)

Costume General Information

BLACK CHARACTER SHOES ARE VERY IMPORTANT, these will be required for every show - these are available from any dancewear shop or online.

The following items are useful for all Ladies (including dancers) to have but not a necessity as the society does have a minimal supply:

Black Long Evening Gloves

White Long Evening Gloves

Short White Gloves

White Bloomers

White Petticoat - This must be calf length and full skirted.

Items marked with * are not always needed every show, please check with the Director, Choreographer or Wardrobe Mistress for further advice.

Please note: CMTS members are very willing to loan certain items on this list if they have spares. But they must be returned at the end of the final performance and in the condition received by you. Again for any further advice please speak to the Director, Choreographer or Wardrobe Mistress.

Costume General Information Cont...

Local Charity Shops are always a good source for required shoes, gloves etc. Please shop around before buying new!!

If any minor adjustments are required on your costume we request that you tend to these yourself however, if you have any issues with this please see our Wardrobe Mistress.

Any costumes supplied to yourselves remain your responsibility. It is expected that costumes are ironed (if necessary) before shows and that shoes are polished and in a clean state.

Any damages to hired costumes must be reported to the Wardrobe Mistress immediately.

At the end of every performance costumes should be hung up on coat hangers and re-labeled to avoid confusion at the next performance. The same must be done for the final performance so that costumes can easily be returned to the costumiers.

Rehearsal Etiquette

- You are expected to attend all rehearsals you are called for.
- If you have booked a holiday that takes place during rehearsal please input the dates that you are unavailable in the rehearsal attendance book.
- In you are unable to attend a rehearsal due to ill health or last minute change in work/home circumstances please advise the Director/Choreographer as early as possible before rehearsal.
- While rehearsals are in motion we do ask that if you wish to have any conversations you have them in the 'Green Room' so as not to disrupt the rehearsal.
- During rehearsals we ask that your mobile phones are kept on silent so as not to disturb the rehearsal.
- If a committee meeting is in process we ask that you leave the room as private issues may be discussed.

What happens when we're in the theatre?

When we enter the theatre there are plenty of jobs to go around for those who want to lend a hand. Even if you do not take part in the shows there is something for everyone e.g.

- Set Build, Front of House, Wardrobe Support, Publicity Events etc.

Please be advised if you are taking part in the show after the final performance you are expected to return your costumes to Wardrobe, tidy your dressing and/or assist in striking the set. Children are not expected to assist in cleaning/striking.

Social Events

Please be advised that although our rehearsal time is very sociable we do have a Social Committee that arrange several events throughout the year such as:

- Halloween Party
- Christmas Party
- New Year Party
- Theme Park Trips
- Theatre Trips
- Sports Days
- Meal Outings
- Quiz Nights
- Yearly Participation in the Carnival
- After Show Parties
- Plus Many More

The aim of these is for members to get together outside of the rehearsal environment. Many of these events do have a charge but in many cases the more people attending the cheaper the tickets will be.

Useful Contact Information

If any member wishes to use the rehearsal hall for personal use please contact our Head Quarters Manager.

Please Note: we do not charge for the use of the hall however, we do have a suggested donation of £12 per hour to cover utility costs.

As mentioned on page 24 we do enjoy having several social events throughout the year. If you are interested in helping organise some of these activities please contact our Social Committee Chairman.

As a member if you have any concerns/suggestions that you would like put forward to the committee then please contact a Management Committee Representative who will raise these at their next committee meeting.

What is "Clacton Musical Theatre Society" All about?

Clacton Musical Theatre Society was formerly known as Clacton Amateur Operatic Society (CAOS). The name change took place on 1st August 2009!

It was thought that the public had the wrong impression of our society as we used the word "Operatic". As a society who have the talent to diversify by performing varying styles of musical theatre, we decided to introduce the word "Musical" to our title. This decision was made not only for the benefit of paying audiences, but for our own enjoyment, to allow us a wider versatility of performance.

Our aim is to produce 2 shows throughout the year; one Spring Musical and one Winter Pantomime (although in recent years this has increased to 3 with the addition of a summer concert). The idea is that our fundraising events and profits from the Pantomime funds the Spring Musical.

We are always willing to welcome new members, even if they are not keen on being on the stage there is always very important roles to fill behind the scenes i.e. Backstage, Wardrobe, Props and we have recently reintroduced Pit-Singers (for those who love to sing but would prefer not to be on the stage).

Most importantly we are a very friendly, family orientated society and look forward to welcoming you to the year ahead.