**Rules of the Society**

**1. Title**

The Society shall be called Cottingham Little Theatre (formerly named Cottingham Dramatic Society, founded in 1920; name changed in June 1992).

**2. Objects**

The objects of the Society shall be the study and production of selected plays, including those of an educational nature.

**3. Constitution and Management**

a i) **The Officers of the Society** shall be as follows:

President; Deputy President; Chairman; Vice Chairman; Honorary Treasurer; Honorary Secretary; Honorary Social Secretary; Honorary Publicity and Marketing Officer and Honorary Safeguarding Officer.

 ii) The President and Deputy President shall normally serve for a period of not more than two years and shall be elected at an Annual General Meeting of the Society.

 iii) All other officers shall be elected annually at the Annual General Meeting and shall normally serve from the date of their election until the following Annual General Meeting; they shall then be eligible for re- nomination.

b) **Management of the Society** shall be vested in the **Executive Committee**, the members of which shall be the Officers of the Society.

The Executive Committee shall:

1. have powers of decision and action;
2. have the right of co-opt other members when necessary, either for a specific short term purpose, or to fill a vacancy;
3. have power to appoint sub-committees for specific tasks, such sub-committees to be given a clear remit to enable them to carry out their tasks, on the completion of which they shall report to the Executive Committee on the matter in hand;
4. appoint Directors for the productions each year and invite the Director(s) of the current production(s) to attend meetings of the Executive Committee for the purpose of discussion about their production(s).

**4. Financial Arrangements**

a) The Financial Year of the Society shall commence on 1 June each year and shall end on 31 May following (amended November 2000).  Audited accounts of the Society shall be presented at the Annual General Meeting of the Society.

b) Subscriptions for the current financial year shall be determined at the Annual General Meeting. Payment of subscriptions shall be made by 31 August following the Annual General Meeting or otherwise no later than one week prior to the member’s participation in acting, set construction or other related activities in preparation for a production in rehearsal or stage performance whichever is the sooner. Members who first join after 31 December shall pay half the annual subscription; this shall be due for payment on the same conditions as detailed in the previous sentence.

Those members aged 17 or 18 shall pay a subscription at half the adult cost. The subscription shall be due for payment on the same conditions as set out above.

Membership cards shall be issued to members on receipt of the annual subscription.

**5. General Meetings of the Society**

a) The Annual General Meetings shall be held on a date not more than six weeks after the start of the Financial year. Fourteen days’ notice of the arrangements for the Annual General Meeting shall be given to all members.

b) An Extraordinary General Meeting of the Society may be called at the request, in writing to the secretary, of at least seven members. Fourteen days’ notice of the arrangements for such a meeting shall be given to all members.

**6. Quorum**

a) Five members shall constitute a quorum for meetings of the Executive Committee.

b) Eleven members shall constitute a quorum for a General Meeting of the Society.

**7. New Members**

Applications for membership, which must be made in writing to the secretary, shall be considered by the Executive Committee and the decision of this Committee on such applications shall be final.

**8. Payments to members of the Society**

No payment will be made to any member of the Society, whether acting or non-acting, for any part they may play in stage productions which the Society may from time to time produce.

**9. Trustees of the Society**

The Executive Committee shall have power to appoint Trustees, being Officers of the Society, in whose names any property acquired by the Society shall be vested and the Executive Committee shall have power to rescind the appointment of any Trustee and appoint new Trustees in their stead.

**10. Plays for Public Performance**

a) Plays selected by Directors for public performance must be submitted to the Executive Committee for approval.

b) Casting of plays for public performance shall be made by Directors, using auditions specially called for that purpose.

**11. Dissolution of the Society**

The Society shall only be dissolved by resolution passed by a majority of at least three-fourths of the members present and voting at a General Meeting called for this purpose. In the event of dissolution, any balance of cash remaining in hand after the realisation of assets and payment of debts shall be handed over to a local Charitable Organisation whose functions are in Cottingham. The final balance sheet shall be audited by an independent Auditor.

**12. Alteration in Rules**

Seven days’ notice in writing prior to the Annual General Meeting or fourteen days’ notice in writing prior to an Extraordinary General Meeting must be given to the Honorary Secretary of any suggested alteration(s). Such alteration(s) to the rules shall be deemed effective only if approved by two thirds of the members present and voting at a General Meeting.