



WINCANTON YOUTH THEATRE

Constitution (Rules) of Wincanton Youth Theatre

1 **TITLE**

The "Theatre" shall be called "Wincanton Youth Theatre" or "WYT"
(Inaugurated on 17 July 2016)

2 **OBJECTIVES**

The objectives of the Theatre shall be:

- To help young people realise their potential through the performance of dramatic arts
- To run workshops to help develop artistic skills, including but not limited to: singing; dancing; acting; stage management; makeup; front of house management; public relations; publicity and marketing
- To provide or hire a Theatre or hall and all facilities for the rehearsal and performance of dramatic works
- To provide social facilities for its members
- To help local charities

3 **THEATRE POWERS**

To achieve these objectives, the Theatre, by its Management Team, shall have the following powers:

- To promote plays and other dramatic works
- To purchase or acquire interests in the copyright of dramatic works
- To purchase or acquire land, buildings, plant, machinery, scenery, costumes, and all other necessary effects
- To raise funds and receive subscriptions, donations and gifts
- To do anything else which is beneficial to achieve the objectives listed above

4 **MANAGEMENT**

The Theatre shall be managed by a Management Team.

Responsibilities of this team shall include liaising with managers of the venue the group is using; managing the finances of the group; ensuring publicity is arranged and keeping the membership informed

about the group's activities.

The Management Team should bear in mind the general views of the members of the group, but the Management Team will make any final decisions.

The Management Team will consist of the following individuals:

- Andrew Warren – Producer / General Manager
- Kate Kirkpatrick – Creative Director
- Sarah Nias – Creative Director

The Management Team may also co-opt members (aged 12 and over) or parents onto the Management Team on a temporary basis who have a substantial role in a production (e.g. director, choreographer).

The Management Team may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents.

No rule may be made which is inconsistent with this constitution.

Management Team meetings will be held as necessary with the General Manager giving a minimum of five days' notice.

A member of the theatre aged 12 or over shall be entitled to attend and speak at a Management Team meeting, but would not be able to vote on any proposals.

The General Manager should invite those with a likely interest in any issues to be discussed to meetings.

The Management Team will publish a summary of all proceedings of meetings.

5 APPLICATION FOR MEMBERSHIP

Applications for membership and membership renewal should be made to the General Manager on the application form duly signed by the applicant and by the parent/guardian of under 18s. Membership forms will then be submitted to the Management Team for its decision. The Management Team may, for good reason, decline an application if they see fit.

The age range of the Theatre membership shall be 10 to 19 years. Applicants falling outside this range may be considered at the Management Team's discretion. The Management Team may stipulate that a parent or guardian be in attendance during rehearsals and/or performances for younger members.

6 MEMBERSHIP

Annual membership fees are as follows:

- Normal membership £15.00
- Junior membership (Under 18 or full time student) £10.00
- Family Membership £20.00
- There is also a weekly £1.50 sub for anyone attending rehearsals. This can be paid monthly at £6.50 (£10.50 for families) or annually with the membership fee.

The Management Team may waive the membership fee and/or subs on a discretionary basis for any member.

A member shall cease to be a member if he or she resigns in writing (or, in the case of members under 16, their parent or guardian resigns in writing on their behalf) or if his or her membership is more than 30 days in arrears, in which case that member may be deemed to have resigned.

The Management Team may expel a member if, in their opinion, it would be in the best interest of the Theatre that that person is no longer a member.

Reasons may include: misusing of privileges or funds; bringing the Theatre into contempt or disrepute; disruptive behaviour during rehearsals or performances; inappropriate use of social media (see 16); inappropriate sharing of online content during rehearsals or performances (see 17); offensive behaviour or language; consumption of alcohol or prohibited substances during WYT events or rehearsals (see 18).

7 EQUAL OPPORTUNITIES

The Theatre will conduct its business in a way that respects others. The Theatre is committed to equal opportunity, and opposes all forms of discrimination against people because of their age, race, religion, culture, disability, ethnic/national origin, gender, sexual orientation, and marital status.

8 FINANCE

The funds of the Theatre shall be solely applied to the stated objects of the Theatre.

No member shall receive payment directly or indirectly for services other than legitimate expenses incurred in its work.

No expenditure shall be incurred by any member of the Theatre without the authority of the General Manager.

9 FINANCIAL YEAR

The end of the financial year will coincide with the date of the AGM.

10 ANNUAL GENERAL MEETING

The annual general meeting will take place in July to receive the General Manager's report of the Theatre's activities during the last year; receive the General Manager's report of the accounts.

All paid up members aged 12 and over are entitled to attend General Meetings. The General Manager will give 21 days' notice of an AGM.

11 SPECIAL/EXTRAORDINARY GENERAL MEETINGS

A Special General Meeting of the Theatre may be called at any time at the discretion of the Management Team and shall be called within 21 days after receipt by the General Manager of a requisition in writing to that effect signed by at least one half of the Members aged 12 or over. Every such request shall specify the business for which the meeting is to be convened and no other business shall be transacted at such Meeting.

The General Manager shall have the power to adjourn any meeting of the Theatre.

12 RESOLUTIONS AT GENERAL MEETING

Unless otherwise provided by these rules all resolutions brought at a General Meeting shall be decided by agreement between the General Manager and the Creative Director.

13 SELECTION OF WORKS/CAST

The Management Team shall select or allow a vote on the works to be produced by the Theatre and shall determine the dates of productions.

The General Manager and Creative Director will together assign the Director(s) of any shows.

The appointed Director(s) of that production in open audition will select the cast unless by other arrangement agreed by the Management Team.

The Management Team shall have the power to revise the cast from time to time in consultation with the Show Director, if any of the acting members to whom a character has been assigned shall, in its opinion, prove unsuitable for the part. The Management Team also have the right to change the acts in a show in consultation with the assigned Director(s).

14 DISOLUTION OF THE THEATRE

The Theatre shall only be dissolved by agreement between the General Manager and creative director. In the event of such dissolution any balance of cash, props and equipment etc. will be donated to an approved local Theatre group.

15 LEGAL BITS

As a members club we are governed by the constitution (rules) which form the contract between the members.

Members clubs are free to make whatever rules they like although if we have more than 25 members, we must make sure that we do not practise any Racial Discrimination.

A person who has the right qualifications to join our Theatre, but who is refused membership, cannot compel the Theatre to make him or her a member.

However, a member who is expelled may be able to get a court to declare that the expulsion was not valid if the person was denied a fair hearing in accordance with "Natural Justice" or if the Theatre broke its own rules over the expulsion.

"Natural Justice" states:

You must get a fair hearing. Evidence must not be given behind your back and you must be allowed to put your own side of the case in your own way, within reason, in your own time.

16 SOCIAL MEDIA POLICIES AND RECOMMENDATIONS

Social media are powerful communications tools that have a significant impact on reputations.

Protect confidential and proprietary information: Do not post confidential or proprietary information about Wincanton Youth Theatre Members or officials. Anybody who shares confidential information does so at the risk of disciplinary action.

Think twice before posting: Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the person posting and the Theatre. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a WYT meeting, or to a member of the Theatre, consider whether you should post it online. If you are unsure about posting

something or responding to a comment, contact a Theatre committee member.

Strive for accuracy: Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the WYT in any capacity.

Be respectful: Don't use social media as a platform from which to "dump" on WYT, or individual members of the Theatre. Members who engage in this sort of misuse of social media do so at the risk of disciplinary action. Also, please understand that content contributed to a social media site could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the person posting and WYT.

Remember your audience: Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective member, current members, our audiences and people associated with our venues. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

Use the official WYT adverts: We appreciate your eagerness to publicise our shows, but please **DO NOT** create your own Facebook invite for our productions. Instead, use the ones posted by WYT on Facebook to forward to friends and family. This is the most up to date and accurate information.

17 **ONLINE CONTENT SHARING**

It is all too easy to view adult content on the Internet by using portable devices, such as tablets and phones. Where individuals are found to have viewed such content during rehearsals or performances, their parents will be informed. Such individuals might also be dismissed from the theatre. It is also important to remember that there are youngsters in the theatre. Sharing content that is not age appropriate will result in the parents of both parties being informed, and might result in the dismissal from the theatre of the sharing party.

18 **GUIDELINES ON TOBACCO, ALCOHOL AND DRUGS**

Smoking is prohibited by members or parents during rehearsals or performances. This includes in areas at venues set aside for such purposes.

Consumption of alcohol is prohibited by members or parents during rehearsals or performances. This includes in areas at venues set aside for such purposes.

Consumption of any illegal substances by members during rehearsals or performances, such as prohibited drugs, is prohibited.

Failure to adhere to these rules will result in dismissal from the theatre.