



CHESTER LITTLE THEATRE (CIO)

RULES

REGISTERED CHARITY NO: 1178159

Amended November 2021

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The CIO's Objects are to develop public appreciation of the Arts of Drama and promote the advancement and improvement of general education in relation to all aspects of such Arts.

1. Application for membership

(a) Every candidate for Membership (aged 18 or over) or Junior Membership (aged 16-17) shall receive an application form set out as determined by the General Committee of trustees (GC) for completion and return to the Membership Secretary.

(b) The GC shall, if they approve an application for membership, notify the applicant of their decision within 21 days.

(c) The GC may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so. In which case they will: give the applicant their reasons within 21 days of the decision being taken; give the applicant the opportunity to appeal against the refusal; give fair consideration to any such appeal; and inform the applicant of their decision. Any decision to confirm refusal of the application for membership shall be final.

(d) The GC may from time to time recommend for election at any Annual or Special General Meeting a President of the CIO. If not already a Member, the President shall on appointment be deemed to be an Honorary Member of the CIO.

2. Rights, privileges, and responsibilities of membership

(a) Members whose subscriptions are up to date, and Honorary Members are entitled to:

- receive notice of general meetings and vote thereat.
- take part in productions as an actor or member of the Production Team* subject to the decisions of the Auditioning Panel (see Rule 9).
- make bookings in advance for each production.
- receive a regular newsletter.
- attend Social Evenings.
- take part in social events.

*NB Production Team = Director; Stage Management team; Wardrobe Supervisor; Lighting and/or Sound Supervisor; Set-building Supervisor.

(b) Any Member cast in a production who fails to appear at a performance without due warning shall forfeit his or her membership.

(c) Members are expected to volunteer for front of house duties in respect of productions in which they are not involved as actors or members of the Production Team during any season in which they have accepted parts.

(d) The privileges of Members do not include free admission to performances where a charge is made, organised by the CIO or its Members, or by visiting groups. The GC shall determine the occasions when admission shall be charged and the amount of such charge, and to waive such charges in specific cases.

3. Supporters of Chester Little Theatre

Members of the public may enrol as Supporters, on payment of an annual subscription as determined by the GC. For the period of their subscription Supporters shall be entitled to:

- make bookings in advance for each production.
- receive a regular newsletter.

- attend Social Evenings.
- take part in social events.
- volunteer for certain duties during productions, as the GC may from time to time determine, (e.g., front of house as ushers, backstage as an assistant to a member of the Production Team), but shall not be entitled to notices of general meetings or to vote thereat, or to be a member of a Production Team as defined in Rule 2(a).

4. Subscriptions

- (a) The Annual Subscription for Members (reduced for students and the unemployed) shall be as the CIO in general meeting may from time to time determine.
- (b) The Annual Subscription for Members shall become due on the 1st of August in each year.
- (c) The Annual Subscription for Supporters shall be as the GC may from time to time determine.
- (d) No Member whose subscription for the current season has not been paid shall be entitled to take an active part in productions, vote at any general meeting or stand for election to the GC.

5. General meetings

- (a) Notice of the annual general meeting (AGM) (and any Special General Meeting) shall be given, composed as stipulated by the CIO's constitution, at least 14 clear days before the meeting, and shall be deemed to be given 48 hours after it was posted or sent.
- (b) Nomination papers for election to the GC shall be made available 30 days before the proposed date of the AGM for completion and return to the Secretary within 10 days, in time for nominations to be included in the notice of the AGM. Should nominations exceed vacancies, election shall be by ballot at the AGM.
- (c) Voting at a general meeting (except in contested elections of officers and other committee members) shall be by show of hands.
- (d) In the event of an equality of votes, however made, the chair of the meeting shall have a second, or casting vote.

6. The General Committee of trustees (GC)

- (a) In addition to the Chairperson, Secretary and Treasurer, the GC shall also normally include 14 other members, comprising 4 ordinary committee members and the following officers:

Artistic Director, Box Office Manager, Bar Manager, Chief Stage Manager,
House Manager, Marketing Manager, Membership Secretary, Stage Director,
Director, Wardrobe Supervisor.

- (b) CIO Members shall be eligible to stand for election as Chairman, or ordinary committee member for four consecutive years but shall then not be eligible to seek re-election to the same position until twelve months have elapsed. The Treasurer, subject to annual re-election, may continue in office at the discretion of the GC. All other officers, subject to annual re-election, may continue in office for ten consecutive years but shall then not be eligible to seek re-election to the same position until twelve months have elapsed.
- (c) The trustees may appoint any CIO Member to fill any GC vacancy occurring by death, ill health, or resignation or by reason of any member of the GC ceasing during his or her term of office to be a CIO Member.
- (d) Meetings of the GC shall normally be held monthly at a time determined by the GC and convened by the Secretary.
- (e) Any officer or member of the GC may call a committee meeting and the Secretary must call such a meeting if requested to do so by an officer or GC member.
- (f) The trustees may appoint from CIO Members sub-committees for special purposes and may if they think fit give such subcommittees power to co-opt CIO Members. Each subcommittee shall report its proceedings fully and promptly to the GC for approval.
- (g) The trustees may co-opt and invite any CIO Member to attend their meetings.

(h) The GC shall require the Bar Manager and House Manager to become personal licence holders under the Licensing Act 2003 and shall require the House Manager to be named as Designated Premises Supervisor (holding a personal licence), and to advise the trustees of all requirements to comply with the relevant national and local legislation.

(i) A job description should be available for each officer which may be amended from time to time as necessary by the GC. An officer who does not intend to stand again should give six months' notice and be prepared to tutor the new incumbent for a similar period.

7. Selection of productions

A directors' sub-committee shall propose plays for production each season and submit them to the GC for approval and the determination of the dates of productions.

8. Auditions and applications to join production teams

a) Auditions for parts will be conducted by an Auditioning Panel comprising the director of the play in question, a further member of the directors' sub-committee and a member of the GC.

(b) Non-members may apply, but anyone offered and wishing to accept a part, or a function on the production team must become a member and pay the relevant subscription before the offer can be confirmed. However, directors may invite non-members to take part in a production, as guests, if the Auditioning Panel and GC are satisfied that the parts or functions cannot satisfactorily be performed by current Members or from any non-members applying. In such cases the subscription will be waived unless the guest wishes to become a member.

9. Revision of cast

The GC may revise the cast from time to time in consultation with the director, if any Member to whom a part has been assigned shall, in its opinion, prove unsuitable for the part.

10. Obligations of directors

The director shall ensure that the play is rehearsed thoroughly and that actors and the production team are aware of their responsibilities and consulted at each stage of the production's development. A Green Book is available containing a Director's Job Description, full details of directors' responsibilities and guidance on how to become a director.

11. Obligations of actors

Members shall to the best of their ability play the parts assigned to them and follow the directions given at all rehearsals and performances.

12. Attendance at rehearsals and performances

The GC may prohibit any actor whose attendance at rehearsals has been irregular from taking part in the performance of the work in preparation. Actors absenting themselves from three consecutive rehearsals without the director's advance permission may, at the discretion of the GC in consultation with the director, be deemed to have resigned their parts in that play.

13. Management of productions

A list of front of house duties will be maintained by the House Manager in accordance with Health & Safety Regulations and adhered to in respect of all performances.

14. Production accounts

Within two calendar months after the final performance of each play, the GC shall cause to be prepared a full statement of the receipts and expenses of the production which shall be open for the inspection of Members at such time and place as the GC shall decide.

15. Bar administration

- a) The permitted hours and operation of the bar shall be in accordance with the relevant national and local legislation.
- (b) Volunteers to serve behind the bar must be authorised by the Designated Premises Supervisor and the Bar Manager. (
- c) Bar proceeds will be banked in the CIO's general account, with an annual Bar Income & Expenditure Account being prepared, and all bar profits made available for the use of the CIO. Stock checks must be carried out at six monthly intervals and the results recorded.
- (d) No person shall at any time be entitled to receive at the expense of the CIO any commission, percentage, or similar payment, with reference to purchases of bar stock by the CIO; nor shall any person directly or indirectly, derive any pecuniary benefit from the supply of such stock on behalf of the CIO, apart from any benefit accruing to the CIO as a whole.

16. Alteration of rules

- (a) The GC may from time to time add to, alter, or revoke these rules for the internal management of the CIO.
- (b) The CIO in general meeting has the power to alter, add to or repeal these rules.
- (c) The rules shall be binding on all members of the CIO.

*Approved by the Trustees
XXth November 2021*